

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
1/24/2020

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title: Tutoring Center Specialist</p> <p>Unit/Classification: CL-28</p> <p>Position #: CL-00644</p> <p>FTE: .475, 12-months</p> <p>Department: Tutoring</p>	<p><b>1. What will the position do?</b></p> <ul style="list-style-type: none"> <li>○ Organize and coordinate the day-to-day operations of assigned tutoring centers</li> <li>○ Provide direction to hourly personnel and student workers as assigned; prepare weekly schedules for tutors and the master schedule for the semester.</li> <li>○ Assist in recruiting, interviewing, evaluating, hiring, and training of part-time tutors and clerical workers; prepare employment forms; monitor hours and schedules to ensure center coverage.</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ Filling a vacancy</li> </ul> <p><b>3. Strategic Staffing Rationale</b> Please address at least one of the following items when answering the questions below (provide specific details):</p> <ul style="list-style-type: none"> <li>○ Critical threshold of educational or support services: The need for tutorial services is clear if we are to support the Strategic Plan, Student Equity plan, Guided Pathways and overall student success. The most important duty of this position would be to provide coordination and supervision of tutors during hours of operation.</li> <li>○ Essential operations and supervision: This part-time position is critical to ensuring evening and Friday coverage for assigned centers.</li> </ul> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li>a. The position is included in the current budget</li> <li>b. 1425803</li> <li>c. Fiscal Impact:             <ul style="list-style-type: none"> <li>i. Step A - \$3187, 12-month position, 19 hours per week</li> <li>ii. Includes some benefits for part-time</li> </ul> </li> <li>d. RAF impact (check one):             <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input type="checkbox"/> No impact – funded by _____ Restricted Funds</li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input type="checkbox"/> No impact – restructure within existing funds</li> <li><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</li> </ul> </li> </ul>