

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
June 28, 2021

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Career Services Specialist</p> <p>Position #: CL-00350</p> <p>FTE: 100%</p> <p>Level: Range 28</p> <p>Department: Career Services:</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform a variety of specialized duties to provide services to students in assigned student services area such as Counseling, Disabled Students Programs & Services (DSPS), Extended Opportunities Programs & Services (EOPS), Athletics, Student Placement, etc. ○ Organize and coordinate office activities in assigned area to assure timely and efficient office operations. ○ Assist in the preparation of budget as assigned; monitor expenditures; prepare requisitions as required. ○ Greet office visitors and answer telephones; screen and refer calls, schedule appointments and meetings or take messages as appropriate. ○ Answer questions and provide specialized information and assistance to students, instructors and others in assigned area of student services. ○ Communicate with other district departments and personnel, local high schools, community organizations and other outside organizations and agencies to exchange information and coordinate activities. ○ Type a variety of materials such as reports, correspondence, memoranda, forms and other materials. ○ Attend conferences and meetings as required. Participate in planning and developing departmental operations and procedures; coordinate and participate in special events as required. ○ Compile and prepare statistical and other reports and records as assigned. ○ Maintain various records and files related to students, supplies and specialized functions of assigned area; compile information for reports as required. ○ Perform a variety of clerical duties such as preparing and duplicating materials, ordering office supplies and other materials and distributing mail. ○ Operate standard office equipment (e.g. calculators, personal computer, copiers, scantrons, etc.) ○ Train and provide work direction to student assistants and hourly personnel as assigned; assign and review work; may participate in screening processes of hiring procedures. ○ Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations. ○ Maintain currency of qualifications for area of assignment. ○ Perform related duties as assigned. <p style="text-align: center;">-Specific details of all these functions is available.</p>

		<p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget This is for a position to be filled for replacement, due to a staff resignation for retirement. <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Critical threshold of instruction or support services- This position provides a critical threshold of support as the only classified position currently assigned to career services. This appointment provides essential oversight of the center and direct support to the career services supervisor. ○ Essential supervision- This position provides essential supervision of career ambassadors, as well as direct supervision of students within the career services center. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Restricted ○ Smartkey and Salary Object: 1372391-2110 ○ Annual Salary at Step B: \$43,320 +benefits