

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST**

June 24, 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: Administrative Assistant III</p> <p>Position #: CL-00508</p> <p>FTE: 1.0</p> <p>Level:</p> <p>Department: Student Affairs</p>	<ul style="list-style-type: none"> ○ Key responsibilities of position: <ul style="list-style-type: none"> ○ This position serves as the primary point of contact for the Office of Student Affairs and Dean of Student Affairs. The position acts as the Dean’s liaison with District administrators, staff, faculty, students and the public, coordinating resolutions to issues, problems, and complaints as appropriate. ○ The position answers telephones, greets the public, including usage of Free Speech Zones; provides routine information and assistance to callers, takes messages or refer calls or visitors to appropriate personnel; schedules appointments for students, faculty or the public as appropriate. ○ This position performs a variety of time-sensitive and detailed clerical duties such as preparation and maintenance of student conduct, grievance and Title IX correspondence and files. ○ The position facilitates purchasing, memoranda, reports, requisitions, forms, agendas and minutes and other materials, as well as recording and tracking information from a variety of sources. ○ Current status of position: <ul style="list-style-type: none"> ○ Filling a vacancy due to resignation. ○ Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Legal mandates: This position is critical to meet the minimum critical threshold of support services. The Student Affairs Office is open to the public from 9am-5pm Monday through Thursday and 8am-1pm Friday. The Administrative Assistant III provides support to the Dean of Student Affairs, as well as all of the key functions of the Student Affairs, including the following mandates: <ul style="list-style-type: none"> ▪ Constitution Day (Congressional Initiative [Federal Register: May 24, 2005 (Volume 70, Number 99)]) ▪ Sexual Harassment & Discrimination (Title IX Education Amendments of 1972, Title VII Civil Rights Act, GCCCD GB Policy 3430) ▪ Student Due Process (Ed Code 66300) 14th Amendment ▪ Grievances (Ed Code 76221) 14th Amendment ▪ Freedom of Speech (Ed Code 76120) ○ Accreditation requirements: To provide appropriate, comprehensive, and reliable services to students.

		<ul style="list-style-type: none"> ○ Health and safety priorities: <ul style="list-style-type: none"> ▪ Prepares paperwork for hire and evaluation of adjunct mental health counselors. ▪ Reduces student and staff anxiety by ensuring uninterrupted services to students. ▪ Helps ensure safety protocols are met including maintaining appropriate staffing in a small office that oversees a variety of high stress functions. ○ Critical threshold of instruction or support services: <ul style="list-style-type: none"> ▪ Due to program’s workload, high demand and minimal staffing, other staff is required to compensate for lack of availability and has caused additional stress on already heavy workloads. ▪ Need to fill this position permanently to provide consistency in service and supervision. ○ Essential supervision: Employee carries high responsibility in assisting the Dean of Student Affairs in ensuring timely communication surrounding conduct and complaint processes. ○ Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1336001-2117 ○ Annual Salary at Step B: CL-32: Step B \$3,945 (mo)