

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

1/05/22

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Financial Aid Assistant, Sr.</p> <p>Position #: 00613</p> <p>FTE: 1.0</p> <p>Level: 27</p> <p>Department: Financial Aid – Grossmont College</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ This position processes campus wide requests for federal work-study and coordinates placement of all positions with departments, faculty and HR. Also determines initial eligibility for federal Direct Loan and coordinates the required monthly reconciliation of the Direct loan program. Also advises students and parents concerning debt management, default prevention and other loan counseling issues. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <p>Legal Mandates & Critical threshold of educational services – the Grossmont College Financial Aid office processes over 20,000 applications each year and awards more than 30 million dollars in federal, state and institutional aid. This position is crucial to maintaining critical support services offered directly to our neediest students and to meet continued legal requirements for coordination and implementation of the federal Work-study and Direct Loan programs.</p> <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of instruction or support services ○ Essential supervision <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source? Unrestricted / Restricted BFAP ○ Smartkey and Salary Object: 1331091 ○ Annual Salary at Step B: \$42,060

