

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	Please include: Position Title: Financial Aid Assistant Position #: 00039 FTE: 1.0 Level: 25 Department: Financial Aid— Grossmont College	<p>1. Key responsibilities of position: This position performs specialized clerical duties and provides technical assistance in support of financial aid programs and services.</p> <ul style="list-style-type: none"> ○ Work closely with students to provide assistance with completion of forms and applications; requirements and restrictions; review completed forms for accuracy and completeness and process application ○ Verify supporting documentation ○ Operate and trouble shoot scanner hardware and software ○ Answer incoming calls; explain departmental policies, procedures and functions ○ Read, interpret and apply knowledge regarding regulations, policies and procedures related to student financial aid programs. <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> <ul style="list-style-type: none"> ○ Critical threshold of educational or support services – This is a front line position that assist students with application, process incoming paperwork, prepares files for Financial Aid Advisors and is essential in delivering timely financial aid services to our students. <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 ○ Smartkey and Salary Object: 1331001-2110 ○ Annual Salary at Step B: \$39,648