

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
**01/24/2022**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Outreach Coordinator  <b>Position #:</b> SU-00069  <b>FTE:</b> 1.0  <b>Level:</b> I-S  <b>Department:</b> Student Services	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Coordinate and oversee outreach to prospective students and their families.</li> <li>○ Serve as a liaison between campus departments and the district, local high schools, and the community.</li> <li>○ Oversee and train student ambassadors as well as continually updating training materials to be culturally responsive.</li> <li>○ Conduct a wide-range of outreach events, including tours, workshops, participation in community cultural events, and activities to help new students know about programs and support services at Grossmont.</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget- <b>The position is being filled by an interim. The position has had an interim since December 2019. The current interim is vacating the position February 4, 2022.</b></li> <li>○ Filling a restructured position included in the budget               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Filling a new position               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Other (please specify)</li> </ul> <p><b>3. Strategic Staffing Rationale:</b>            Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ Legal mandates</li> <li>○ <b>Accreditation requirements</b></li> <li>○ Health and safety priorities</li> <li>○ <b>Critical threshold of instruction or support services</b></li> <li>○ <b>Essential supervision</b></li> </ul> <p>The Outreach Coordinator is instrumental in that Outreach is a part of the Strategic Plan (2016-2022). The Outreach Coordinator develops comprehensive outreach and recruitment plans as well as building partnerships through the East County Educational Alliance with GUHSD as well as other school districts within the region. Creates updated marketing and communication materials as well as How-To Videos for students to navigate the college systems. This position is also essential of the supervision of the Outreach office which includes 12 ambassadors, 2 lead ambassadors, 1 resources</p>

		<p>specialist and 1 Student Services Specialist. This position is meets Accreditation Standard I.A.1 and I.A.2 requirements.</p> <p><b>4. Budget Impact – Please specify the following:</b></p> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? <b>Yes</b> / No</li> <li>○ Funding Source? Unrestricted / <b>Restricted</b></li> <li>○ Smartkey and Salary Object: <b>1372391-2120</b></li> <li>○ Annual Salary at Step B: <b>\$67,012 + benefits \$32,835= \$99,847</b></li> </ul>