

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
11/15/2022**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Financial Aid Technician CSEA Position #: CL-00081 FTE: 1.0 Level: Department: Financial Aid Department	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ This position performs specialized duties and provides technical support for financial aid programs and services such as Pell grant reconciliation, overpayments and Return of Title IV (R2T4) processing. They are the point person in coordinating with Common Origination & Disbursement (COD) and other agencies on a variety of federal processing, reporting and reconciliation issues. 2. Current status of position: <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget ○ 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) Filling a vacancy due to an external promotion. 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Legal mandates ○ Critical threshold of instruction or support services Legal Mandates & Critical threshold of educational support services – the Grossmont College Financial Aid office processes over 19,000 applications each year and awarded more than 34 million dollars in federal, state and institutional aid for 2020-2021. This position is crucial to maintaining critical support services offered directly to our neediest students and to also meet continued legal requirements for coordination and implementation of the federal Pell Grant and Direct Loan programs. 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source? Unrestricted / Restricted ○ Smartkey and Salary Object: 1331091-BFAP Categorical Funding ○ Annual Salary at Step B: \$44,616 at Step B