

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

4/6/2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Dream Center Counselor</p> <p>Position #: TBD</p> <p>FTE: 1.0</p> <p>Level: Class IV, Step 6</p> <p>Department: Student Services / Counseling</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> • Communicate and assist in implementing initiatives from the Dream Center that enhance the success and retention of students; Oversee the implementation of policies and procedures of in accordance with the Title 5, the CCCCCO, and GCCCD. • Assist with the development of the Dream Center Program Budgets • Coordinate communication with other district departments and personnel, students, education institutions, other outside organizations, and the public. • Provide personal, academic, and career counseling to prospective, new, and continuing Dream Center students; Review and assess student transcripts and other related records; Provide assistance and information to students regarding records, financial aid, book accounts, registration, Dream Center requirements, graduation requirements, transfer requirements, and selected major requirements. Refer students with professional needs to appropriate resources. • Explain college Dream Center policies and procedures to students and stakeholders. • Actively participate in participatory governance structures (i.e. councils, committees, etc.) by contributing to the academic community through commitments at the department, division, college and/or district level. • Maintain official records and collect data required by District policy and administrative procedure; submit records and data in accordance with college procedures. • Lead the coordination, development, and distribution of a variety of materials, such as: brochures and applications for college programs, articulation agreements, college catalogs. • Attend and actively participate in Counseling and other related meetings and conferences accordingly each year. • Review and proof documents, records, applications and forms for accuracy, completeness and conformance to established departmental rules and regulations. • Develop effective curriculum and comply with counseling and teaching assignments. • Participate in Professional Development activities. <p>2. Current status of position:</p> <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) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none">○ Legal mandates○ Accreditation requirements○ Health and safety priorities○ Critical threshold of instruction or support services - the CCCC has identified an increased need to facilitate access, engagement, retention, and success of undocumented students throughout the state. The Dream Center, for the undocumented past 6 years, has been consistent in recruiting and supporting student populations at Grossmont College. The program, as it seeks to enhance existing efforts and develop new initiatives, requires additional capacity. We need to increase the scope of responsibility to increase the amount of undocumented students served.○ 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 / General Funds○ Smartkey and Salary Object: 1333005-1220○ Annual Salary at Step B: \$98,683