

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

April 12, 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: Student Services Assistant</p> <p>Position #: CL-00402</p> <p>FTE: 1.0</p> <p>Level: CL-25</p> <p>Department: Student Services- First Year Services & Retention</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform a variety of specialized and complex clerical and technical duties assisting students with the prerequisite clearance process, administering the Chemistry Challenge Exam as well the World Language Exams. ○ Monitoring the student onboarding report. Email and messaging students to let them know what steps they are missing to meet the Promise qualifications. Help students with registration and enrollment. ○ Assisting the FYE Program with applications, sending acceptance emails and monitoring the REMIND app for messaging of workshops and events. ○ Support on campus and off campus events related to First-Time to College students. Example, Student Success Fair, Super Saturday, Family Orientations. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ● Filling a replacement position included in the budget <ul style="list-style-type: none"> ○ 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: This position supports and is an integral component of the mandated core services of the Student Success and Support Program (SEA now) which is the culmination and mandate of the Student Success Act of 2012 (SB 1456). This position also supports the mandated component of accreditation standard IIB.</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 (Yes it is)○ Funding Source? Unrestricted / Restricted○ Smartkey and Salary Object: 1333291-2110○ Annual Salary at Step B: \$39,648 and benefits: \$19,824 = \$59,472