

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

2/8/22

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Administrative Assistant IV  <b>Position #:</b> CL-00512  <b>FTE:</b> 1.0  <b>Level:</b> 34  <b>Department:</b> Academic Affairs	<ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Under direction of Vice President, perform a variety of difficult and highly complex and administrative assistant duties.</li> <li>○ Organize and manage the day-to-day activities to assure efficient and effective office operations.</li> <li>○ Run reports, requisitions, work orders, purchase orders</li> <li>○ Assist with travel accommodations, conferences and meetings</li> <li>○ Prepare and review correspondence, records, and other documents with accuracy, completeness, and conformance to established rules and regulations.</li> <li>○ Prepare agenda items for meetings; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings.</li> </ul> </li>   <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>○ <b>Filling a replacement position due to a resignation, included in the budget</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> </li>   <li><b>3. Strategic Staffing Rationale:</b>            Please address at least one of the following items:           <ul style="list-style-type: none"> <li>○ <b>Critical threshold of instruction or support services</b>                This is a critical position for the functionality of academic affairs; the individual coordinates all aspects of the Academic Affairs office, including the VP of Academic Affairs schedule, assists in preparing reports, assists in tracking budgets, enters and tracks purchase order requisitions, to name just a few of their duties. Not having this position filled has caused an immense amount of strain on others in the executive office and it is imperative that this position be posted and filled as soon as possible.</li> </ul> </li>   <li><b>4. Budget Impact – Please specify the following:</b> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? <b>Yes</b> / No</li> <li>○ Funding Source? <b>Unrestricted</b> / Restricted</li> <li>○ Smartkey and Salary Object: 1324001 2110</li> <li>○ Annual Salary at Step B: \$51,732</li> </ul> </li> </ol>