

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

8/1/2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Facilitator 1 - CA Position #: IA-00124 FTE: 1.0 Level: 28 Department: Culinary Arts	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Assist department and instructors in preparation of instructional materials, assist students in both the lab and classroom environments, and ensure the availability of appropriate supplies and equipment. ○ Perform a variety of public relations duties in support of the department such as providing information to the public concerning classes, special events, and related regulations, departmental policies and procedures. ○ Coordinate and facilitate publicity, promotional activities, and ticket sales; communication and activities within the college district and outside media, vendors, and the public; organize department mailings and prepare press releases and notices. Arrange professional services as needed for equipment maintenance. ○ Maintain department website and bulletin boards with current events, ticket, and department information. Create marketing materials for distribution. ○ Perform a variety of recordkeeping duties in support of assigned functions; prepare bank deposits; post and maintain journals; complete facilities requests and organize and maintain department files. ○ Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ <input checked="" type="checkbox"/> 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 - Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.

		<ul style="list-style-type: none"> ○ Critical threshold of instruction or support services ○ Essential supervision - Train and provide work direction to part-time student workers; participate in employee selection process. <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 ○ Smartkey and Salary Object: 1371403 - 2210 ○ Annual Salary at Step B: \$44,196.00