

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT STRATEGIC HIRE REQUEST

08/19/2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Admissions and Records Assistant Position #: CL-00184 FTE: 1.0 Level: 25 Department: Admission & Records	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Process official transcript requests and prepare electronic file and paper transcripts and mail transcripts as requested for students in a timely manner and according to established guidelines and procedures. ○ Certify enrollment for students obtaining financial aid, insurance, employment, and deferment of loan payments; process fee waivers and fee credits according to FERPA guidelines and college policy. ○ Process internet applications via CCCApply, resolve errors, determine special handling for residency issues and international student processing registration, grades and fees. ○ Respond to court order subpoenas and engage key stakeholders from units across the campus to ensure compliance and production of records. 2. Current status of position: <ul style="list-style-type: none"> ● Filling vacancy created by employee accepting a new role within the district. Position is included in departments budget. 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ● Critical threshold of Support Services This position is essential to preparing and maintaining all student verification, private investigator request, intaking all official transcripts and releasing outgoing transcripts. This position aims to increase student progress, success, and retention by providing individuals with the verifications required to obtain external financial assistance such as social services benefits, car insurance fee waivers, employment, or other benefits. Ensuring proper staffing for this role is critical as they ensure all official transcripts are sent to BRN and transfer institution by their specific deadlines. Ensuring transcript request are met is significant as an allocation in the Student-Centered Funding Formula includes transfer into a 4-year institution. The position is also pivotal to the immediate request of information for court issued subpoenas or request from private investigators. ○ Accreditation requirements – Standard II.C.7 The Admissions and Records Assistant assist with the Program Review process for A&R, by evaluating our transcripts and verification services as well as our front counter and VHD services. Standard II.C.8 Manage the classification of student records in accordance with AP 3310 and disposes records whose retention period elapsed. This position updates the student records system and processes any written corrections by students. 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1332001-2110 ○ Annual Salary at Step B: \$40,452 + Benefits