

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	<p>Please include:</p> <p>Position Title: Training Assistant</p> <p>Position #: CL-00622</p> <p>FTE: 1.0</p> <p>Level: 31</p> <p>Department: Office of Professional Development</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Perform a variety of duties in support of professional development opportunities and programs for faculty, staff and administrators. ○ Interpret and apply rules and regulations as appropriate. ○ Organize and manage the day-to-day activities of the Professional Development office to assure efficient and effective office operations. ○ Maintain current Professional Development budget information; monitor budget expenditures; assist in budget preparations as required, initiate and process requests for contract (RFCs). Run reports, requisitions, work orders, purchase orders, fund transfers and other documents related to assigned functions. ○ Greet office visitors; initiate and answer telephone calls; manage email communications; take messages as necessary; provide information; receive sort and route mail. ○ Schedule meetings, conferences and appointments for the professional development office. Schedule workshops, presentations, and assist with arrangement of travel accommodations, conferences and meetings as necessary. ○ Prepare and review routine correspondence, records, and other documents regarding Professional Development for accuracy, completeness and conformance to established rules and regulations. ○ Prepare agenda items for meetings as required; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings as required. ○ Establish and maintain a variety of records, logs and files related to Professional Development; obtain and provide information from records and files as requested. ○ Order and maintain office supplies; schedule maintenance and repair of equipment. ○ Coordinate the duplication and distribution of Professional Development information to faculty and staff; obtain and provide information, coordinate activities and resolve problems; distribute forms, applications and related materials. ○ Coordinate communication regarding professional development with other district departments and personnel, students, educational institutions, vendors, other outside organizations and the public. ○ Compose correspondence and memoranda independently or from oral instruction; determine appropriate format and presentation; develop and revise forms. ○ Maintain and update websites and calendars for Professional Development. ○ Operate a variety of office equipment including computers and peripherals, calculators, copy machines, etc.

		<ul style="list-style-type: none"> ○ Provide work direction to hourly personnel as assigned. ○ Follow district and department policies and procedures. ○ Maintain currency of qualifications for area of assignment. <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 This is a critical position for the functionality and efficiency of the office of professional development; the PD training assistant assists in coordinating the logistics for college-wide professional development activities, including convocation and FLEX week, and provides PD records to departments to track PD credit to name just a few of their key duties. Not having this position filled caused an immense amount of strain on our faculty PD coordinators and FPDC chair. We currently have a substitute in this position; however, they will not be able to renew their out of class assignment due to capacity needs of their original department. It is critical that this position be posted and filled as soon as possible. ○ 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 ○ Smartkey and Salary Object: 1340002 - 2110 ○ Annual Salary at Step B: \$48,300