

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

2/22/2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><b>Position Title:</b> Counselor/Coordinator</p> <p><b>Position #:</b></p> <p><b>FTE:</b> 1.0</p> <p><b>Level:</b></p> <p><b>Department:</b> Athletics</p>	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Create and coordinate programming and initiatives for the Athletic Department that enhances the academic experiences of student-athletes and increases success and retention of student-athletes; Oversee implementation of policies and procedures of in accordance with the Title 5, the CCCCO and GCCCD.</li> <li>○ Assist with the development and planning of the Athletic Department budgets in regards to serving student-athlete academic planning needs.</li> <li>○ To collaborate with the athletic director, and athletics advisor and eligibility specialist to craft plans to best serve the academic needs of student-athletes</li> <li>○ Work in-person and on-site with student-athletes directly; Open to call for an occasional flexible work schedule in which some weekends, late days, and travel to conferences may be required during peak demand times</li> <li>○ Assist with planning and attend conferences and conventions with student-athletes and colleagues</li> <li>○ Plan and coordinate annual events and services each semester designed to support student-athlete needs; assist in providing student-athletes with personal and professional growth opportunities so that they may become life-long learners and leaders within their communities</li> <li>○ Coordinate, communicate, and collaborate with other district departments, personnel, education institutions, and the public to support student services and academic needs of student-athletes.</li> <li>○ Provide personal, academic, transfer, and career counseling to prospective, new, and continuing student-athletes; Review and assess student-athlete transcripts and other related records;</li> <li>○ Collaborate with on-campus student services departments to provide assistance and information to student-athletes regarding records, financial aid, book accounts, registration assistance, CCCAA &amp; NCAA requirements, graduation requirements, transfer requirements, career information, and selected major requirements.</li> <li>○ Refer student-athletes in need of personal, professional, and academic needs to the appropriate on and off-campus resources; must be active on campus and in the community to know where these resources are located</li> <li>○ Knowledgeable of the student-athlete handbook and ability to explain student athlete policies and procedures</li> <li>○ Maintain official records and collect data required by District policy and administrative procedure; submit records and data in accordance with college procedures;</li> </ul>

- Produce reports and present data based on student-athlete retention and success metrics
- Lead the coordination, development, and distribution of a variety of materials, such as: brochures and applications for college programs, articulation agreements, college catalogs.
- Attend and actively participate in Counseling Department and other related meetings and conferences accordingly annually.
- Review and proof documents, records, applications and forms for accuracy, completeness and conformance to established departmental rules and regulations.
- Develop effective curriculum and comply with counseling and teaching assignments for Time Management and Study Skills and Career Planning Classes.
- Participate in Professional Development activities.
- Ability to create and update Abbreviate Education Plans (AEPs) and Comprehensive Education Plans (CEPs) for student-athletes that are in accordance with CCCAA, NCAA, CSU, UC, and other transfer institution standards and GCCCD graduation and completion standards.

**2. Current status of position:**

- Filling a replacement position included in the budget
- Filling a restructured position included in the budget
  - Has an Org Mod been approved? Yes / No
  - Org Mod approval date \_\_\_\_\_
- X Filling a new position**
  - Has an Org Mod been approved? Yes / **No**
  - Org Mod approval date \_\_\_\_\_
- Other (please specify)

**3. Strategic Staffing Rationale:**

Please address at least one of the following items:

○ **Legal mandates**

The CCCAA and PCAC, the statewide and regional governing bodies for our CA Community College Athletics, legally require that all student-athletes have comprehensive education plans (CEPs) before they are able to compete. With more than 300 student-athletes at Grossmont College, many who have complex transcript situations from multiple outside colleges, the need for full-time counseling support for our student-athletes is robust.

○ **Critical threshold of instruction or support services**

Student-athletes often have strict unit and time-sensitive guidelines that their education plans must follow if they wish to transfer to four-year institutions to continue their athletic careers. There are numerous technicalities for student-athlete academic planning that if missed can lead to student-athletes losing eligibility to compete or miss scholarship opportunities for the next

		<p>level of academic and athletic competition. Having a full-time counselor who is dedicated to staying abreast of the ever-changing and complex regulations and standards is imperative.</p> <p><b>4. Budget Impact – Please specify the following:</b></p> <ul style="list-style-type: none"><li>○ Is position included in the current budget? Yes / No</li><li>○ Funding Source? <b>Unrestricted</b> / Restricted</li><li>○ Smartkey and Salary Object: 1336500-1220</li><li>○ Annual Salary at Step B: \$68,000</li></ul>