

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
STRATEGIC HIRE REQUEST**

Date \_\_\_\_\_

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Financial Aid Technician  <b>Position #:</b> CL-00605  <b>FTE:</b> 1.0  <b>Department:</b> Financial Aid	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ - Coordinate Financial Aid programs to determine student eligibility.</li> <li>- Process Financial Aid awards to ensure timely receipt of funding from Title IV and California Student Aid Commission.</li> <li>- Monitor student eligibility and loss of financial aid.</li> <li>- Facilitate Title IV reporting</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ <input checked="" type="checkbox"/> Filling a replacement position included in the budget</li> <li>○ <input type="checkbox"/> Filling a restructured position included in the budget               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ <input type="checkbox"/> Filling a new position               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ <input type="checkbox"/> Other (please specify)</li> </ul> <p><b>3. Strategic Staffing Rationale:</b> Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services</li> <li>b. <input type="checkbox"/> Legal mandate</li> <li>c. <input checked="" type="checkbox"/> Accreditation requirements</li> <li>d. <input type="checkbox"/> Health and safety priorities</li> <li>e. <input type="checkbox"/> Essential supervision</li> </ul>
		<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 <input checked="" type="checkbox"/> /No <input type="checkbox"/></li> <li>○ Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/></li> <li>○ Smartkey and Salary Object: 1331001</li> <li>○ Annual Salary at Step B: \$47808 plus benefits</li> </ul>