

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

7/11/23

Date

| Site | Position | Justification |
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| <input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS | <p>Please include:</p> <p>Position Title: General Counseling Classified Supervisor</p> <p>Position #: SU-00004</p> <p>FTE: 1.0</p> <p>Level:</p> <p>Department: General Counseling</p> | <p>1. Key responsibilities of position:</p> <p>This position is responsible for the coordination, organization, and supervision of the General Counseling Center and direct oversight of classified professionals within general counseling, transfer center, and Veteran’s Resource Center. The supervisor oversees day-to-day office activities; supervises front desk operations; supervises, trains, and evaluates the performance of assigned staff; and monitors expenditures. In addition to coordinating direct services to students, the supervisor also assists counselors with schedules and appointments.</p> <p>2. Current status of position:</p> <p>a. Filling a replacement position included in the budget as a result of a resignation</p> <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <p>a. Critical threshold of instruction or support services</p> <p>4. This position is critical in coordinating support services related to the General Counseling department and the supervision of front desk operations to ensure efficiencies with counselor appointments, student educational plans, walk-in scheduling and forms management and distribution. This position provides essential supervision to classified staff in the key areas of Counseling, Transfer Center, Veterans Resource Center, and International Student Counseling</p> <p>5. Budget Impact – Please specify the following:</p> <p>a. Is position included in the current budget? Yes</p> <p>b. Funding Source- Unrestricted</p> <p>c. Smartkey and Salary Object: 1333005-2120</p> <p>d. Annual Salary at Step B: \$69,256 + benefits</p> |
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