

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
Sept. 1, 2023

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Tutoring Center Specialist Position #: CL-00116 FTE: 1.0 Level: 32 Department: LTR-Tutoring	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Organize, coordinate, and oversee services, tutors, and student workers in the General Tutoring Center ○ Gather data, prepare reports, monitor budget, ensures payroll is completed in a timely and accurate manner ○ Train and provide professional development as needed. ○ Assist LRC Tutoring supervisor in implementing new processes, tools, and updating practices to ensure student success 2. Current status of position: <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) 3. Strategic Staffing Rationale: Please address at least one of the following items: Both legal and Accreditation standards require a designated classified staff member to directly oversee the work of student tutors. Without this staff person on site, there are not adequate numbers of Tutoring Center Specialists to maintain required levels of supervision across multiple discreet locations. This represents a direct safety concern and would require that we reduce the number of hours of available tutoring in the LTRC. 4. Budget Impact – Please specify the following: <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes / No ○ Funding Source? Unrestricted / Restricted ○ Smartkey and Salary Object: 1329009-2110 ○ Annual Salary at Step B: \$31,088