

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
August 07, 2023

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 Advisor  <b>Position #:</b> CL-00421  <b>FTE:</b> 1.0  <b>Level:</b> 35  <b>Department:</b> Financial Aid	<p><b>1. Key responsibilities of position:</b>            This position performs specialized duties and provides technical assistance in support of financial aid programs and services.</p> <ul style="list-style-type: none"> <li>○ Coordinate and administer the college scholarship and emergency grant programs to retain and support students seeking additional financial assistance to complete their educational goals.</li> <li>○ Work closely with students to provide assistance with completion of scholarship and emergency grant applications; advise students on requirements and restrictions and review completed forms for accuracy, completeness and process applications.</li> <li>○ Chair the Grossmont College Scholarship Advisory Committee.</li> <li>○ Financial Aid Liaison to the Foundation for Grossmont &amp; Cuyamaca Colleges.</li> <li>○ Read, interpret and apply knowledge regarding regulations, policies and procedures related to student scholarship and emergency grant programs.</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the current budget.</li> </ul> <p><b>3. Strategic Staffing Rationale:</b></p> <ul style="list-style-type: none"> <li>○ Critical threshold of educational or support services – this position is solely responsible for coordinating the college’s entire Scholarship program. They also process all outside agency scholarships, process incoming funds, award student scholarships and is essential in delivering timely financial aid services to our students.</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? <b>Yes</b> / No</li> <li>○ Funding Source? <b>Restricted</b></li> <li>○ Smartkey and Salary Object: 1331090-2110</li> <li>○ Annual Salary at Step B: \$69,613</li> </ul>