

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

12/5/2022

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Student Services Specialist</p> <p>Position #: Z-00003766</p> <p>FTE: 1.0</p> <p>Level: CL-28</p> <p>Department: Student Affairs</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Performs a variety of specialized duties to provide services to students in Student Affairs including student conduct, Title IX, complaints, grievances and other Student Affairs programming. ○ Organize and coordinate office activities in assigned area to assure timely and efficient office operations. ○ Assist in the preparation of budget as assigned; monitor expenditures; prepare requisitions as required. ○ Greet office visitors and answer telephones; screen and refer calls, schedule appointments and meetings or take messages as appropriate. ○ Answer questions and provide specialized information and assistance to students, instructors and others in assigned area of student services. ○ Communicate with other district departments and personnel, local high schools, community organizations and other outside organizations and agencies to exchange information and coordinate activities. ○ Type a variety of materials such as reports, correspondence, memoranda, forms and other materials. ○ Attend conferences and meetings. ○ Participate in planning and developing departmental operations and procedures; coordinate and participate in special events. ○ Compile and prepare statistical and other reports and records. ○ Maintain various records and files related to students, supplies and specialized functions of Student Affairs, compile information for reports. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Other (please specify): Filling a vacancy due to resignation <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates: This position is critical to meet the minimum critical threshold of support services. The Student Affairs Office is open to the public from 8am-5pm Monday through Thursday and 8am-1pm Friday. The Student Services Specialist provides support to the Dean of Student Affairs, as well as all of the key functions of the Student Affairs, including the following mandates: <ul style="list-style-type: none"> ■ Sexual Harassment & Discrimination (Title IX Education Amendments of 1972, Title VII Civil Rights Act, GCCCD GB Policy 3430) ■ Student Due Process (Ed Code 66300) 14th Amendment ■ Grievances (Ed Code 76221) 14th Amendment ■ Freedom of Speech (Ed Code 76120)

		<ul style="list-style-type: none"> ○ Accreditation requirements: To provide appropriate, comprehensive, and reliable services to students. ○ Health and safety priorities: <ul style="list-style-type: none"> ■ Reduce student and staff concerns by ensuring uninterrupted services to students ■ Helps ensure safety protocols are met ○ Critical threshold of instruction or support services: <ul style="list-style-type: none"> ■ Due to department's workload, high demand and minimal staffing, other staff is required to compensate for lack of availability and has caused additional stress on already heavy workloads ■ Need to fill this position to provide critical support service ○ Essential Supervision: Employee carries high responsibility in assisting the Dean of Student Affairs in ensuring timely and sufficient services to students in Student Affairs including student conduct, Title IX, complaints, grievances and other Student Affairs programming. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1336001-2110 ○ Annual Salary at Step B: \$44,196
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