

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
**8/29/2023**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> Student Services Specialist  <b>Position #:</b> Z-00006500  <b>FTE:</b> 1.0  <b>Level:</b> CL-28  <b>Department:</b> Outreach	<ol style="list-style-type: none"> <li><b>1. Key responsibilities of position:</b> <ul style="list-style-type: none"> <li>○ Provide comprehensive outreach services which include follow-up invitations for tours, connecting to programs/services based on their need, tracking of applications as well as conduct a wide range of outreach workshops and participation in community and cultural events.</li> <li>○ Assist in the recruitment of Grossmont College ambassadors, as well as provide training of the ambassadors and supporting them at Outreach events in-person and virtually.</li> <li>○ Oversee the implementation of policies and procedures of the Outreach Department in coordination with the college campus outreach plan.</li> <li>○ Assist in the preparation of budget as assigned; monitor expenditures; prepare requisitions as required.</li> <li>○</li> <li>○</li> </ul> </li> <li><b>2. Current status of position:</b> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget: <b>YES</b></li> <li>○ Filling a restructured position included in the budget               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Filling a new position               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Other (please specify)</li> </ul> </li> <li><b>3. Strategic Staffing Rationale:</b>                Please address at least one of the following items:               <ul style="list-style-type: none"> <li>○ Legal mandates</li> <li>○ Accreditation requirements</li> <li>○ Health and safety priorities</li> <li>○ <b>Critical threshold of instruction or support services</b>                    This position brings value to the college, as it is student-centered focused on creating awareness of Grossmont College in the community and region as well as helping increase enrollments.</li> <li>○ Essential supervision</li> </ul> </li> <li><b>4. Budget Impact – Please specify the following:</b> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? <b>Yes / No</b></li> <li>○ Funding Source? Unrestricted / <b>Restricted</b></li> </ul> </li> </ol>

		<ul style="list-style-type: none"><li>○ Smartkey and Salary Object: <b>1333291-2110</b></li><li>○ Annual Salary at Step B: <b>\$46,416</b></li></ul>