

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

March 15, 2024

Date

| Site | Position | Justification |
|--|---|---|
| <input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS | <p>Please include:</p> <p>Position Title: Admissions and Records Assistant Senior</p> <p>Position #: CL-00092</p> <p>FTE: 1.0</p> <p>Level: 27</p> <p>Department: Admissions & Records</p> | <ol style="list-style-type: none"> Key responsibilities of position: <ul style="list-style-type: none"> Provide a wide variety of specialized and complex clerical duties related with Admissions & Records. This position prepares and maintains educational records; provides technical information and assistance to students, counselors, faculty and Financial Aid regarding transfer work accepted, academic records as well as policies and procedures. Document imaging and microfilming of student records as required by Title V. Assist students with inquiries via phone/email regarding student status, grades and petitions. Current status of position: <ul style="list-style-type: none"> Filling a vacancy created by current employees accepting other positions within GCCCD Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> Critical threshold of Support Services This position is essential to preparing and maintaining all applicant and student files as well as assisting students with program changes, petitions, incoming transcripts, academic renewal and providing students with pertinent information in a timely manner and according to established guidelines and procedures. This position will increase student access, progress, success, and retention per the State mandated Student Success Initiative as it assists with the initial access point; the application, and the progress and success point; transcripts. This position addresses both, strategic and institutional priorities by providing access to a diverse community college student population which is not only an institutional goal but also a component of the College's mission. Accreditation requirements – Standard II.C.7 The Admissions and Records Assistant Seniors assist with the Program Review process for A&R, by evaluating our online application system, registration procedures, and services. Standard II.C.8 Manage the classification of student records in accordance with AP 3310 and disposes records whose retention period elapsed. This position updates the student records system and processes any written corrections by students. Budget Impact – Please specify the following: <ul style="list-style-type: none"> Is position included in the current budget? Yes Funding Source? Unrestricted Smartkey and Salary Object: 1332001-2110 Annual Salary at Step B: 42,060 +Benefits |