

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

12/9/2021

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 Assistant</p> <p>Position #: CL-00114</p> <p>FTE: 1.0</p> <p>Level: 25</p> <p>Department: Counseling Center</p>	<ol style="list-style-type: none"> 1. Key responsibilities of position: <ul style="list-style-type: none"> • Explain college and counseling policies and procedures to students; schedule counseling appointments and maintain related records. • Provide a wide variety of information and assistance to students regarding transfer requirements, graduation requirements and selected major requirements according to established guidelines and procedures. • Obtain district and other college transcripts for counselors utilizing filing and data processing system. • Make referrals and assist students in the use of the Center, library, job placement and financial aid offices and other resource facilities on and off campus. • Provide technical assistance and information to students regarding records, registration, EOPS, career, interest, aptitude test or counseling services; refer students with professional needs to a counselor. 2. Current status of position: <ul style="list-style-type: none"> • Filling a replacement position included in the budget due to a retirement 3. Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements ○ Health and safety priorities ○ X Critical threshold of instruction or support services ○ Essential supervision 4. 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: 1333005-2110 • Annual Salary at Step B: \$39,648 (Monthly \$3304)