

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

2/8/22

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Administrative Assistant IV</p> <p>Position #: CL-00512</p> <p>FTE: 1.0</p> <p>Level: 34</p> <p>Department: Academic Affairs</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Under direction of Vice President, perform a variety of difficult and highly complex and administrative assistant duties. <input type="checkbox"/> Organize and manage the day-to-day activities to assure efficient and effective office operations. <input type="checkbox"/> Run reports, requisitions, work orders, purchase orders <input type="checkbox"/> Assist with travel accommodations, conferences and meetings <input type="checkbox"/> Prepare and review correspondence, records, and other documents with accuracy, completeness, and conformance to established rules and regulations. <input type="checkbox"/> Prepare agenda items for meetings; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings. <p>2. Current status of position:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Filling a replacement position due to a resignation, included in the budget <input type="checkbox"/> Filling a restructured position included in the budget <ul style="list-style-type: none"> <input type="checkbox"/> Has an Org Mod been approved? Yes / No <input type="checkbox"/> Org Mod approval date _____ <input type="checkbox"/> Filling a new position <ul style="list-style-type: none"> <input type="checkbox"/> Has an Org Mod been approved? Yes / No <input type="checkbox"/> Org Mod approval date _____ <input type="checkbox"/> Other (please specify) _____ <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Critical threshold of instruction or support services This is a critical position for the functionality of academic affairs; the individual coordinates all aspects of the Academic Affairs office, including the VP of Academic Affairs schedule, assists in preparing reports, assists in tracking budgets, enters and tracks purchase order requisitions, to name just a few of their duties. Not having this position filled has caused an immense amount of strain on others in the executive office and it is imperative that this position be posted and filled as soon as possible. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is position included in the current budget? Yes / No <input type="checkbox"/> Funding Source? Unrestricted / Restricted <input type="checkbox"/> Smartkey and Salary Object: 1324001 2110 <input type="checkbox"/> Annual Salary at Step B: \$51,732