

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**STRATEGIC HIRE REQUEST****1.5.2023**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: EOPS Administrative Assistant II</p> <p>Position #: CL-00509</p> <p>FTE: 1.0</p> <p>Level: CL-28</p> <p>Department: EOPS/CARE</p>	<ol style="list-style-type: none">Key responsibilities of position:<ul style="list-style-type: none">Maintain front office reception duties, student triage and referral to other servicesProvide admin support for coordinator and program specialist, assist in coordination student worker dutiesAssist students, maintain files and students recordsCoordinate EOPS counseling appointments and post faculty, classified and staff schedulesOrganize and manage the day-to-day activities of an assigned office to assure efficient and effective office operations.Run reports, requisitions, work orders, purchase orders, fund transfers and other documents related to assigned functions.Prepare and review routine correspondence, records, and other documents for accuracy, completeness and conformance to established rules and regulations.Prepare agenda items for meetings as required; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings as required.Coordinate communication between the administrator and staff, students, the public or other district personnel, vendors and other outside organizations; obtain and provide information, coordinate activities and resolve problems.Current status of position:<ul style="list-style-type: none">Filling a replacement position included in the budgetStrategic Staffing Rationale: Please address at least one of the following items:<ul style="list-style-type: none">Critical threshold of support services: This position will provide handle critical confidential information and student records. Likewise, the position demands professional discretion in dealing with highly sensitive student information. The position supports the EOPS, CARE and NextUp coordinator, Associate Dean, and participants of the T2S, Dream Center and SIP programs. Establish and maintain a variety of records, logs, and files related to assigned functions. Follow district and department policies and procedures. Perform a variety of duties in support of special events, research, and other special projects. Coordinate communication between the administrator and staff, students, the public or other district personnel, vendors and other outside organizations; and coordinate activities and resolve problems.Essential supervision

		<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: 1335594○ Annual Salary at Step B: \$44,196