

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

February 14, 2024

Date

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Director of Financial Aid and Scholarships Position #: MG-00090 FTE: 1.0 Level: ML-08 Department: Financial Aid	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Plan, organize, develop and direct financial aid programs; prepare applications for federal and state funding; interpret and explain federal and state regulations pertaining to CSA and Title IV programs; coordinate and supervise the process for the delivery of financial aid funds; participate in federal and state audits as needed, coordinate and interface financial aid programs with other college departments and agencies. Maintain financial aid program quality and integrity; define program goals and philosophies; and assure programs comply with federal, state and local requirements. <p>2. Current status of position:</p> <p>Vacancy due to a retirement.</p> <ul style="list-style-type: none"> ○ <input checked="" type="checkbox"/> Filling a replacement position included in the budget ○ <input type="checkbox"/> Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/> ■ Org Mod approval date _____ ○ <input type="checkbox"/> Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes <input type="checkbox"/> /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"> a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services Responsible for the function of financial aid packaging, disbursements, scholarships, and federal and state compliance reports. b. <input checked="" type="checkbox"/> Legal mandate Title IV compliance. c. <input checked="" type="checkbox"/> Accreditation requirements ER d. <input type="checkbox"/> Health and safety priorities e. <input checked="" type="checkbox"/> Essential supervision Supervises multiple financial aid programs from federal and state entities.
		<p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes <input checked="" type="checkbox"/> /No <input type="checkbox"/> ○ Funding Source? Unrestricted <input checked="" type="checkbox"/> /Restricted <input type="checkbox"/> ○ Smartkey and Salary Object: 1431001 / 2140 ○ Annual Salary at Step B: \$110, 756 plus benefits

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: FYE (In-reach) Coordinator</p> <p>Position #: Z-00011363</p> <p>FTE: 1.0</p> <p>Level: S-I</p> <p>Department: Student Services and Special Programs – In- Reach</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Plans, organizes and coordinates First Year Experience program and activities to provide opportunities for student engagement and involvement to promote student success ○ Assist in the coordination of matriculation activities for first-time students ○ Assist in coordinating new and existing first year services programs in collaboration with academic departments and support service programs. ○ Supervise assigned employees including student peer mentors. ○ Work with department chairs and faculty to design learning communities. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes / No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes ■ Org Mod approval date _____ ○ Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Legal mandates ○ Accreditation requirements ○ Health and safety priorities ○ Critical threshold of instruction or support services – The FYE coordinator position plans engagement events with instructional faculty and student services team members to coordinate campus events such as Find Your Pack Resource Fairs and other events designed to increase students’ sense of community and belonging. The position also supports the College’s Guided Pathways implementation by overseeing a team of peer mentors to keep students on the path to their educational goals. Additionally, the FYE coordinator collaborates with the Outreach department to host events such as Registration Labs, in which students can come to an event and receive support services from a variety of offices all in one place.

		<ul style="list-style-type: none">○ Essential supervision – This position provides supervision to student hourlies and other hourly personnel (peer mentors) and staff. <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none">○ Is position included in the current budget? Yes / No○ Funding Source? Unrestricted / Restricted○ Smartkey and Salary Object: 1433003○ Annual Salary at Step B: \$75,142