

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

4/5/2024

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Administrative Assistant IV Position #: CL-00512 FTE: 1.0 Level: 34 Department: Academic Affairs	<ol style="list-style-type: none"> Key responsibilities of position: <ul style="list-style-type: none"> Under direction of Vice President, perform a variety of difficult and highly complex and administrative assistant duties. Organize and manage the day-to-day activities to assure efficient and effective office operations. Run reports, requisitions, work orders, purchase orders Assist with travel accommodations, conferences and meetings Prepare and review correspondence, records, and other documents with accuracy, completeness, and conformance to established rules and regulations. Prepare agenda items for meetings; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings. Current status of position: <ul style="list-style-type: none"> Filling a replacement position due to a resignation, 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 / No Org Mod approval date _____ Other (please specify) Strategic Staffing Rationale: Please address at least one of the following items: <ul style="list-style-type: none"> 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. Budget Impact – Please specify the following: <ul style="list-style-type: none"> Is position included in the current budget? Yes / No Funding Source? Unrestricted / Restricted Smartkey and Salary Object: 1324001 2110 Annual Salary at Step B: \$55,416

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<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: NextUp Program Specialist Position #: Z-00008514 FTE: 1.0 Level: 34 Department: Student Services and Special Programs - NextUp	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ Perform a variety of specialized duties to provide services to students in Extended Opportunities Programs & Services (EOPS). ○ Assist in the preparation of budget as assigned; monitor expenditures; prepare requisitions as required. ○ Greet office visitors and answer telephones; screen and refer calls, schedule appointments and meetings or take messages as appropriate. ○ Compile and prepare statistical and other reports and records as assigned. ○ Maintain various records and files related to students, supplies and specialized functions of assigned area. ○ Communicate and assist in implementing directives from the NextUp Programs according to the State Chancellors Office and Title V. Oversee the implementation of policies and procedures of the EOPS Office. ○ Coordinate communication with other district departments and personnel, students, education institutions, vendors, other outside organizations and the public. ○ Train and provide work direction to assigned personnel; prioritize, assign and review work; participate in interviewing job applicants and provide input for performance evaluations as requested. ○ Perform a variety of specialized and complex clerical and technical duties independently in support of assigned area, such as awarding NextUp book accounts and grants (in SAM). designing and developing student database record sets, manage data for program reports and state MIS reports (in HP), posting records, data entry and retrieval, researching, and compiling, recording, tracking and verifying information from a variety of sources. ○ Provide technical assistance and information to students regarding records, financial aid, book accounts, registration, EOPS requirements, NextUp requirements, graduation requirements, transfer requirements, and selected major requirements. Refer students with professional needs to a counselor. ○ Explain college and NextUp policies and procedures to students; schedule counseling and peer counselor appointments and obtain district and other college transcripts for counselors utilizing filing and data processing systems. ○ Coordinate the duplication and distribution of a variety of materials, such as: brochures and applications for college programs, articulation agreements, microfiche and college catalogs. Produce and maintain web pages, brochures, flyers, booklets and other material, which support assigned area. ○ Attend and actively participate in NextUp Program meetings and conferences and travel accordingly each year. ○ Interact with the college community representing the NextUp Program.

		<p>2. Current status of position:</p> <ul style="list-style-type: none">○ The position is currently vacant after a resignation. <p>3. Strategic Staffing Rationale:</p> <ul style="list-style-type: none">○ Legal mandates – Title 5, section 56293: Districts shall insure that colleges under their jurisdiction conducting EOPS programs provide to EOPS students who need them the same programs and services the college offers to all of its credit enrolled students.○ Accreditation requirements –○ Critical threshold of instruction or support services – The NextUp Program Specialist position provides critical support and coordination for NextUp student events, activities, and programs, including workshops, in-reach retention strategies, and program outreach.○ Essential supervision – This position provides supervision to student hourlies. <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: Restricted○ Smartkey and Salary Object: 1435695 CAFYES General; 2110 Classified Contract○ Annual Salary at Step B: \$55,416