This form should be used for requesting new staff positions and included in the program review process.

Initiator: Erin Wall
Date: 11/17/14
Department: Arts & Humanities Division
Requested Amount: $11,864.88/Year with benefits
Divisional Rank (if any): 

Position description (please provide details about the position need):
This person would provide administrative support for Poets and Writer, Honors, Science Night, and provide back-up support for evaluations. They would also provide building support assistance, such as, monitoring supplies, submitting building tickets, distributing mail, answering student questions, posting rooms, and directing students to needed assistance during peak building usage hours. In a safety/emergency situation this person could help direct and guide students and staff.

Statement of Need (Justify the need for the position)
Before Susan Metzger retired there was an administrative support person in every instructional building on the Eureka Main Campus. After her retirement, she was not replaced. Lorraine and Cindy took turns in the Creative Arts office, while still overseeing their own buildings. It was a less than ideal situation and was a factor in placing the Arts & Humanities division office, under the new administrative structure, in the Creative Arts building.

Now, we have a similar situation in the Humanities Building on campus. This building is used for more classes than any other on campus. We tried having a student worker in this building to provide some support, but that didn’t work out. The administrative secretaries have since been trying to share duties for this building. However, it does not replace having a person on site to do the work described above. We continue to have reports of students accessing areas they shouldn’t and supplies running out very quickly. During the planned safety drill this semester Cindy and Tracey in the Science building were able to provide support, in a real emergency, during peak hours, it would be good to have an additional person in this area.

With the elimination of the Executive Dean position this year there has been additional work with evaluations taken over by the deans and their offices. Lorraine has provided support for Poets & Writers and Honors in the past. Without some additional support we do not see how she can do all this work this coming spring.

Link with Institutional Goal/Assessment Results (Describe):

This position supports the following institutional goals:

- EMP Goal 1 Objective 1.2: Improve support for students
- Support Emergency Preparedness Plan
- Strategic Goal: Enhance Institutional Profile