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

Initiator: Sheila Hall
Date: November 4, 2014
Department: Counseling & Advising

Requested Amount: $56,500 for SSSIV or $60,650 for SDA

Divisional Rank (if any): 

Position description (please provide details about the position need):
[form will expand as needed]

Student Services Specialist IV or Student Development Advisor. Performs technical, clerical and paraprofessional duties in connection with the enrollment process, academic advising, outreach services and activities related to initial enrollment, and planning and implementing special programs for students as requested. Provides technical assistance and information to students, staff and the public regarding College services, programs, policies, and procedures.

Statement of Need (Justify the need for the position)

With the retirement of one full-time advisor and the increase in providing mandated core services (orientation, assessment, education planning, and other follow-up services), this position is needed to support student success and will focus on education plan development, intervention strategies for at-risk student groups, and outreach activities.

Link with Institutional Goal/Assessment Results (Describe):

Strategic Plan .1.4.1
Education Master Plan.1.6.1
Education Master Plan.1.1.1
SSSP Annual Plan