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

Initiator: Lynn Thiesen

Date: 10/29/2014

Department: Enrollment Services

Requested Amount: $54,485

Divisional Rank (if any): 

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

Technical position to work on e-forms implementation district-wide, including developing and maintaining forms, determining routing structure, installing self-scanners for student use

Statement of Need (Justify the need for the position)

A dedicated technical position to implement e-forms is needed as no progress has been made on this goal for two years.

Link with Institutional Goal/Assessment Results (Describe):

Annual Plan: EP.1 Ensure Student Success
SP.3.2 Improve College operational efficiencies