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: $27,500 to bring to full-time
$50,875 annual recurring cost

Divisional Rank (if any):

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

Student Services Specialist II. Performs specialized clerical duties to support admitting and registering students for courses, processing financial aid transactions, and general clerical support. Maintains student records. 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)

Current position of 19 hours/week does not meet the needs of Counseling & Advising office operations. As we increase delivery of mandated core services (orientation, assessment, education planning, and other follow-up services), this position is needed to appropriately monitor and track receipt of services for reporting and funding purposes, as well as to support student access. A full-time position will also reduce the need for Basic Skills funding that has been used to support Counseling & Advising.

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