

#25

COMPLETE

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Page 1: Classified Position Request Form

Q1 Please enter the following:

Department	Admissions & Records
Position Title	Admissions & Records Office Supervisor
Salary Range	S-I
Annual Salary at Step B*	\$70,362
Hours/week and # of months	40 hours/week, 12 months

Q2 Provide the following information for the new position or the increase in FTE for an existing position that is being requested, or the request to fill a vacant, frozen or defunded position:

Proposed FTE	1.0
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Q3 Contract type	12-month
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Q4 What type of position is being requested?	New general fund position
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Q5 Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).	Respondent skipped this question
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Q6 What are the actual duties and responsibilities that are specific to this requested position? (100 words or less)

This request is for an administrative position

Oversight of the daily operations within the Admissions & Records office. Provide support for all Classified staff. Assist in administrative duties such as attending meetings and sitting on committees and workgroups.

Q7 Please address the following: How are the duties of the requested position currently being performed, if at all? How does the lack of this position impact the program or service area? What impact, if any, have frozen or vacant positions within the department had on services or staff workload? (200 words or less) (Rubric Criteria 1)

Duties of the proposed position are currently being supported by the A&R Director and staff. The lack of this position has a great impact on the department of Admissions & Records, as the Director is frequently required to be out of the office, leaving the department without someone to provide leadership and direction in response to student needs in a timely manner. Obligations outside of the office include participation in councils, committees, and workgroups, in addition to frequent meetings with district IT and counterparts at Grossmont College. Recently there has been an increased need for participation with consults that have been contracted from Ellucian to implement and enhance systems such as Colleague, Self-Service, and CRM Recruit. These engagements keep the Director out of the office for multiple days at a time. Vacant positions have had an impact on staff workload, but department services have not been affected. The addition of an Admissions & Records Office Supervisor would align with the college's strategic priority of Organizational Health and provide coverage to ensure that student and staff needs are met consistently and within an appropriate time frame.

Q8 How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? **Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/ intern/ volunteer/work-study, and services provided.** (200 words or less) (Rubric Criterion 2)

Admissions & Records provides services to the entire student population at Cuyamaca College. In 2019, 6,934 new students applied to Cuyamaca College (2,131 in spring; 1,684 in summer; 3,119 in fall) and 18,927 unique students were enrolled in courses (8,245 in spring; 2,711 in summer; 7,971 in fall). Each of these students interface, one way or another, with Admission & Records, which is currently staffed by just 8 full time employees (classified and administrator). Areas such as evaluations, residency, student records (both incoming and official transcript requests), dual enrollment, registration support, petitions, and a number of other areas see high volumes of student traffic consistently throughout the year. The additions of an Admissions & Records Office Supervisor would allow for support for all parties - administration, classified staff, and students.

Q9 How would this position's main duties specifically support the institution's strategic priorities? Acceleration Guided Student Pathways Student Validation and Engagement Organizational Health (200 words or less) (Rubric Criterion 3)

As mentioned above, this position aligns with the strategic priority of Organizational Health. Admissions & Records is one of the only departments within the division of Student Services that does not have any form of administrative support (Supervisor and/or Administrative Assistant). The addition of an Admissions & Records Office Supervisor would allow for the distribution of administrative duties and ensure that classified staff and students have leadership that can respond to their respective needs in a timely manner.

Q10 How will the position impact the ability of the program or service area to innovate and meet changing needs? (150 words or less) (Rubric Criterion 3)

The ability to innovate in Admissions & Records is currently at a stand still due to the fact that all resources are dedicated to preserving operations as is. This position would allow for all sorts of changing needs to be met by freeing up resources and dedicating time for projects that foster innovation to be prioritized. This would also allow for more involvement from classified professionals in opportunities that are not currently possible due to the staffing situation within the department.

Q11 Please confirm that you have discussed this faculty position request with the Division Dean and that you understand that Division Deans will be providing feedback to help inform the prioritization process.

Yes, I have discussed this position request with the Division Dean
