

# Classified Position Request Form

**Instructions:** Complete one form for each classified position requested

- New Position (not in last year's budget) **3 Positions Requested**
- Replacement Position (in last year's budget)
- Conversion Position (from grant to general funds not in last year's budget)
- Formerly Eliminated Position (not in last year's budget)

Title of Position Requested: Job Development Specialist

Program/Department/Area: Student Employment

Number of Hours per Week: 40 hours

Number of Months per Year: 12 months

**Brief Abstract:** (How does position impact present area status, affect workload reduction, impact students or provide support/services?)

The Student Employment office supports 500+ student employees, 5000+ students registered for JobSpeakers, 250+ off-campus employers seeking employees (internships/work experience or other). Currently we only have a staff of 3 Job Development Specialists to support all of these students. In order to provide timely service to campus departments and to students the student employment office must have an adequate number of support staff to serve the needs of the campus.

As the college moves forward with Guided Pathways and "starting with the end in mind", there is a need to have a Job Development Specialist for each of the designated pathways. This position will include but is not limited to supporting faculty to identify potential employers, bringing career connections to the campus, organizing "Entrée to Employment" events, conducting resume/interview workshops for students, and assisting with outreach and orientation events. In addition, they will focus on integrating work based learning opportunities with instructional programs by increasing work experience and internship opportunities for students.

**Rationale and Applicability to College Strategic Goals:** (**Substantiate recommendations with data and the guidelines listed in the Budget Decision Criteria document and College Strategic Goals.** Does this need fulfill a compliance/mandated position, i.e. State, Federal, regulatory boards, contracts? Does this need address grant partnership commitments and/or critical community needs?)

Request meets Strong Workforce grant regional objectives. Failure to support need will result in lack of compliance to meet grant requirements and will result in decreased funding for college.

**Impact on College/District if position is not filled:** (Include how having the position or not having the position impacts FTES, services to students.)

Failure to support request will result in delayed response time for on-campus student employment, as well as failure to meet requirements of grant.

**Total Cost:**

Salary	\$48,912.00
Benefits	\$30,197.00
Computer/office space etc.	\$2500.00
<b>Total Amount:</b>	<b>\$81,609.00</b>