

# Classified Position Request Form

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

- New Position (not in last year's budget)
- 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: Student Assistant in the Creative Design Center

Program/Department/Area: IT, Engineering and Systems, Architecture

Number of Hours per Week: 20

Number of Months per Year: 10

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

The creative design center is the area in our program where students and faculty use emerging technology (such as 3D printers, scanners, and lasers) to create and proof design concepts. The creative design center is also used by faculty and administration to create gifts and give-away items for VIPs and guests. Currently this area is staffed by full-time faculty. The addition of a student assistant would greatly increase the availability of the creative design center to students, faculty, and administration across the campus, while ensuring that the tools in this lab are properly maintained (damage to the machines due to inexperienced users or neglect is expensive). Additionally, this room is adjacent to faculty offices and is only available when faculty are on campus and not teaching a class.

**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?)

This position would meet the needs of the program by creating *regular* hours that stakeholders who need access to this room may indeed use the facilities. A properly trained student will be able to ensure that access is available for all who need it, perform regular maintenance, and prevent potentially costly damage to the machines.

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

The main costs of not filling this position include:

- The creative design center is only available during faculty office hours
- There are no hours available on Fridays or Saturdays
- There is nobody who is in charge of and regularly performs maintenance on the machines
- Special projects (for administration or others) are completed by faculty who volunteer their time

**Total Cost:**

Salary	\$960/month
Benefits	\$0
Computer/office space etc.	\$0

**Total Amount: \$960/month**