

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: Financial Aid Technician

Program/Department/Area: Financial Aid/Delano Campus

Number of Hours per Week: 40

Number of Months per Year: 12

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

Currently, we have a part time financial aid assistant that serves all students at the Delano Campus. Although she does her best to serve students, she is limited in what she can do, due to her classification and work schedule restrictions. Having a full time Financial Aid Technician will facilitate all financial aid paperwork documentation at the Delano Campus, and will help expedite financial aid matters for students. Delano students sometimes have to travel to the main campus to complete certain financial aid matters because they cannot receive that service in Delano. Some of the processes which they are able to complete in Delano take a little longer, because the paperwork still has to make its way to Bakersfield. Having a full time technician would also lighten the load of our educational advisor who splits his time between financial aid and educational advising.

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?)

Financial aid plays a key role in student progression and completion, particularly for students in rural communities. The majority of students at the Delano Campus come from low income background and depend on financial aid to complete their education. With the new funding formula, not only is completion important, but so is the number of students who qualify for financial aid. Having this additional support in Delano will help ensure that we are meeting the demand for increased attention to financial aid and its role in student progression and completion.

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

Not filling this position would allow for the continued increase of our financial assistant's workload. This will delay the time in which students in Delano and surrounding communities are able to resolve financial aid matters, and receive the help that they need. When students are not able to receive adequate services on our campus, they will either go to the main campus or simply choose not to follow up. Adding this position would allow us to retain more students. Additionally, this will help increase the number of students applying and qualifying for financial aid (California Promise Grant and Pell Grant), which will help with funding for the college.

Total Cost:

Salary	\$ <u>46,562.76</u>
Benefits	\$ <u>29,578.16</u>
Computer/office space etc.	\$ <u>2,500</u>
Total Amount:	\$ <u>78,640.92</u>