

# 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: MESA Administrative Professional Expert

Program/Department/Area: MESA Program

Number of Hours per Week: 30

Number of Months per Year: 12

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

MESA has prioritized student success above all else and in order for our program to best service students, we are requesting for the help of an administrative professional expert member to alleviate excess demands of the program, and maintenance of the building. These tasks include:

- Scheduling appointments and meeting with students
- Verifying MESA membership applications
- Providing students with appropriate MESA/STEM forms
- Submitting work orders pertaining to facilities and maintenance
- Completing purchase orders
- Completing and submitting travel paperwork
- Completing documentation as it regards to the MESA program: BC MESA industry board minutes, staff minutes, etc.

Moreover, with this additional staff member, the AERA STEM center will now have a person to greet students as they enter the building and be able to assist them with minor requests (checking out laptops, paper for printing, copies, etc.).

**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 fulfills "Grant-match" commitment and critical community needs.

**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 having this position has been strenuous on the few staff members at MESA; staff has had to comply and complete the tasks listed earlier out of necessity of the program's survival, on top of mentoring students and meeting Grant and Program deadlines, attending meetings, and creating STEM-focused events. These tedious tasks shift the focus of staff members from student success and STEM guided pathways to paperwork and filing grant required documentation that must be in the center at all times. With the aid of this position, staff members will be able to dedicate more time to the achievements and accomplishments of MESA students.**

**Total Cost:**

Salary	\$ 39,000 (\$25.00 x 30 hrs/week)
Benefits	\$ 2,154
Computer/office space etc.	\$ 0
<b>Total Amount:</b>	<b>\$ 41,154</b>