

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 Academic 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?)

This position will serve to provide support services for students in the STEM center and oversee all aspects of student's academic success. This person will be responsible for training tutors/volunteer tutors, reviewing transcripts and educational plans, work with STEM faculty to facilitate learning outcomes, review all forms required by MESA students to complete as it regards to their academic success, such as "Meet my Professor" and "Grade Checks". Additionally, this professional will be responsible for constructing interventions for students who are performing at a low-level in their academic progress.

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. 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	\$ <u>24,000</u> (\$25.00 x 30 hrs)
Benefits	\$ <u>1,494</u>
Computer/office space etc.	\$ <u>0</u>
Total Amount:	\$ <u>25,494</u>