

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: Department Assistant I

Program/Department/Area: Rural Initiatives

Number of Hours per Week: 19

Number of Months per Year: 12

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

The work of the Rural Initiatives team has evolved dramatically over the last couple of years. As a result, the staff at the Delano Campus has been asked to take on additional responsibilities. For many, this pulls them away from their role at the campus. A department assistant to serve specifically in the Rural Initiatives role would help our team facilitate our existing services and programs, as well as the growing Early College programs that are to come. We currently do not have someone in a role that helps with scheduling, purchasing, student service appointments, and other matters at rural sites. Having this position will allow us to better serve students in rural communities outside of Delano.

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 role would serve in many ways as the person students in rural communities can interface with to connect them to appropriate resources. Additionally, they will be a logistics liaison with our partners at local K-12 sites. With so much growth in our Early College programs, our faculty and managers are currently having to take on some tasks that could be better handled by a department assistant. This support role would help the Rural Initiatives team be more efficient with scheduling courses and services, and in doing so meeting the needs of more students.

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

We currently do not have a dedicated person for this particular role on the Rural Initiatives team. Without a support team, maintaining the growth of programs and services will not be sustainable. As a result, we may need to limit our course offerings or student services at rural sites.

Total Cost:

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|----------------------------|----------------------------|
| Salary | \$ <u>12,155.41</u> |
| Benefits | \$ <u>777.95</u> |
| Computer/office space etc. | \$ <u>2,500</u> |
| Total Amount: | \$ <u>15,533.36</u> |