

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 III

Program/Department/Area: Enrollment Services

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?)

We currently have one Department Assistant III and the load of work is too much for one person. We need an additional person to process and create international travel I-20 documents, answer incoming phone calls, create and print certificate and diplomas, scan all incoming transcripts and other important documents into our scanning database. We have massive amounts of incoming mail that needs to be reviewed and sent to the right person in the department. Travel, purchase orders, and budget management.

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 be responsible for international student travel documents, which is a compliance piece of the office with Homeland Security. Getting diploma and certificates out to our students in a timely manner is critical to them finding work.

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

Student's will have longer wait times to speak to someone in the office, receive diploma and certificates, and international travel documents.

Total Cost:

Salary	\$37,284.24
Benefits	\$28,779.31
Computer/office space etc.	\$2000.00
Total Amount:	\$ 68,063.55