

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: Assessment Assistant

Program/Department/Area: Testing and Placement Center

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?)

To continue improving assessment and placement matriculations and strengthen partnerships with local partners, the TAPC needs to hire an additional full-time Assessment Assistant. Staff support will minimize the chances of jeopardizing all of the various walk-in and scheduled examinations administered at the BC campus and at all of the extended new locations, especially should one or both of the current full-time personnel are out sick or on personal leave. New staff will contribute to the growth of applicable testing services and aid students to stay on the path and complete their degrees in a timely manner. Reliable staff resource will unequivocally help maintain unwavering cross-sectional collaboration. They will bolster the needed personalized student support for accommodated testing by consistently reviewing and improving communication with student and faculty. The revenue of license and certification commercial testing exams will allow BC to expand current and new opportunities for contracts with local partners especially in growing career technical achievement certifications and industrial technology jobs.

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?)

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

Shortage in personnel will directly impact the quality and timeliness of every type of testing support provided to our students and community members. Delays in scheduling and administering exams can have a domino effect on the student degree completion and job and career advancement progress.

Total Cost:

Salary	\$ _____
Benefits	\$ _____
Computer/office space etc.	\$ _____
Total Amount:	\$ _____