

# 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: Financial Aid Technician

Program/Department/Area: Delano Campus

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?)

Currently, we have a part time financial aid assistant that serves all students at the Delano Campus. While she does her best to serve students, she is limited in what she can do, due to her classification and work schedule restrictions. Having a full time Financial Aid Technician will facilitate all financial aid paperwork documentation at the Delano Campus, and will help expedite financial aid matters for students. There are many times in which Delano students need to travel to the main campus to complete certain financial aid matters because they cannot receive that service in Delano. We would like to eliminate that barrier by providing a direct, full financial aid service at our campus.

**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?)

In the last year alone, enrollment at the Delano Campus has increased by nearly 1,500 students. At one point, a part time-department assistant was sufficient to meet the needs of the campus. FTES increased from 1,092.9 to 1,310 in one year's time. The majority of students on the Delano Campus are eligible to receive some form of financial, so there is a great demand for support in that area. Any issues or delays with financial aid may keep students from persisting in their education.

**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 filling this position would allow for the continued increase of the workload of our part time financial aid assistant. This will also delay the time in which students in Delano are able to resolve financial aid matters, and receive the help that they need. When students are not able to receive adequate services on our campus, they will either go to main campus or simply choose to not follow up. Having this position will calm frustrations on our campus among students, and will thus increase the number of students enrolled in our classes. More importantly, this will provide equitable services to students on our campus who may not have the resources to travel to main campus to handle certain situations.

**Total Cost:**

Salary	\$ <u>46,562.76</u>
Benefits	\$ <u>29,578.16</u>
Computer/office space etc.	\$ <u>2,500</u>
<b>Total Amount:</b>	<b>\$ <u>78,640.92</u></b>