

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**4/16/2019**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p>Position Title Financial Aid Assistant</p> <p>Unit/Classification Range 25</p> <p>Position # CL-00247</p> <p>FTE 1</p> <p>Department Financial Aid 1331090-2110</p>	<p><b>1. What will the position do?</b>            This position performs specialized clerical duties and provides technical assistance in support of financial aid programs and services.</p> <ul style="list-style-type: none"> <li>○ Work closely with students to provide assistance with completion of forms and applications; requirements and restrictions; review completed forms for accuracy and completeness and process application</li> <li>○ Verify supporting documentation</li> <li>○ Operate and trouble shoot scanner hardware and software</li> <li>○ Answer incoming calls; explain departmental policies, procedures and functions</li> <li>○ Read, interpret and apply knowledge regarding regulations, policies and procedures related to student financial aid programs.</li> </ul> <p><b>2. Current status of position?</b></p> <ul style="list-style-type: none"> <li>○ Filling a vacancy due to an internal promotion .</li> </ul> <p><b>3. Strategic Staffing Rationale</b>            Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>a. Critical threshold of educational or support services – providing services to our most needy students</p> <p><b>4. Budget Impact – Identify the Following:</b></p> <p>a. Specify whether the position is included or not included in the current budget. Yes, the position is currently in the budget</p> <p>b. Key code and Object code 1331090-2110</p> <p>c. Fiscal Impact: Salary Range 25</p> <ul style="list-style-type: none"> <li>i. Salary amount Step A \$35,004 – Step B \$37,020</li> <li>ii. Includes benefits</li> </ul> <p>d. RAF impact (check one):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include in RAF calculation</li> <li><input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)</li> <li><input checked="" type="checkbox"/> No impact – funded by <u>BFAP</u> Restricted Funds</li> <li><input type="checkbox"/> No impact – funded by _____</li> <li><input type="checkbox"/> No impact – restructure within existing funds</li> <li><input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number</li> </ul>