

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

05/13/2019

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><u>Position Title</u> Tutoring Center Specialist</p> <p><u>Unit/Classification</u> CSEA</p> <p><u>Position #</u> CL-00676</p> <p><u>FTE</u> 0.625 FTE</p> <p><u>Department</u> LTR</p>	<ol style="list-style-type: none"> 1. What will the position do? <ul style="list-style-type: none"> o Organize, coordinate, and improve quality of services and oversee student workers and tutors in the general tutoring center in the afternoon/evening shift. Gathers data, prepares reports, monitors budget, ensures payroll is completed in a timely and accurate manner. Trains and provides professional development as needed. Assists LTR supervisor in implementing new processes, tools, and upgrading practices. 2. Current status of position? <ul style="list-style-type: none"> o <u>Filling a vacancy</u> o Filling a restructured vacancy with a new job title o Requesting a new position 3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details): <ol style="list-style-type: none"> a. Legal mandates: supervision of student workers is required at all times b. Accreditation requirements: academic support must be provided to all students and this position is key in ensuring non-traditional, evening or online students have access to tutoring. c. Health and safety priorities d. Critical threshold of educational or support services: Research has shown that tutoring is one of the key services that increases retention, particularly of students who are disproportionately impacted and of languages other than English. This position oversees general tutoring which means students can get help in most of the disciplines taught on campus and across all programs. The impact of this service is therefore as broad as it can get. Research has also shown that students who work on campus are significantly more likely to remain in class and graduate in shorter time. This position is also key in training, mentoring, and supporting our students who want to work. They acquire an invaluable experience and skills that will carry through for the rest of their lives. e. Essential supervision: supervision of student workers is required at all time 4. Budget Impact – Identify the Following: <ol style="list-style-type: none"> a. Specify whether the position is included or not included in the current budget. <u>Yes it is</u> b. Key code and Object code: <u>1340091</u> c. Fiscal Impact: <u>Level 32</u> d. Salary amount <u>\$3731/mo; +4% Differential</u> <ol style="list-style-type: none"> ii. Includes benefits, <u>Yes at 27%</u> e. RAF impact (check one): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less)