

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

September 26, 2019

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Financial Aid Services Specialist</p> <p>CSEA</p> <p>Position #: CL-TBD- Pending Classification</p> <p>1.0 FTE</p> <p>Financial Aid Department</p>	<p>1. What will the position do? This position performs specialized duties in support of financial aid programs and services.</p> <ul style="list-style-type: none"> ○ Review and evaluate applications and financial records to determine student eligibility for the California Promise Grant Fee Waiver (formerly known as BOGW). ○ Create and update Financial Aid forms, assist with the maintenance and updates to the Financial Aid webpages. ○ Organize and coordinate front office work schedules to ensure adequate office coverage for overall financial aid student services. ○ Train and provide work direction to student financial aid assistants and other hourly personnel as assigned; assign and review work. ○ Answer questions and provide specialized information and assistance to students, instructors and others regarding Financial Aid Services and programs. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Vacant—new position <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <p align="center">Legal Mandates & Critical threshold of educational support services – There are federal mandates for financial aid administrative capability. It is also an accreditation requirement that community colleges have a viable Financial Aid program and that the college be eligible and approved by the Department of Education to participate in federal Title IV programs. The Grossmont College Financial Aid office processes over 19,000 applications each year and awarded more than 36 million dollars in federal, state and institutional aid for 2017-2018. \$9,996,009 of this aid was through the California College Promise Grant (CCPG). In addition, new academic requirements were implemented for the (CCPG) in 2015. This position is crucial to maintaining critical support services offered directly to our low-income students and to also meet continued legal requirements for coordination and implementation of the California College Promise Grant (CCPG).</p> <p>4. Budget Impact – Identify the Following:</p> <ul style="list-style-type: none"> a. The position and funding are currently included in this year’s budget. b. Key code and Object code: 1331091 BFAP Categorical Funding. c. Fiscal Impact: <ul style="list-style-type: none"> i. Salary amount: TBD-pending Classification d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input type="checkbox"/> No impact – replacement (vacant one year or less)

		<ul style="list-style-type: none"><input checked="" type="checkbox"/> No impact – funded by <u>BFAP</u> Restricted Funds<input type="checkbox"/> No impact – funded by _____<input type="checkbox"/> No impact – restructure within existing funds<input type="checkbox"/> No impact – reallocation of faculty FTE resulting in new position number
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