

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

April 19, 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 Technician</p> <p>CSEA</p> <p>Position #: CL-00081</p> <p>1.0 FTE</p> <p>Financial Aid Department</p>	<p>1. What will the position do? 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"> ○ Work closely with students to provide assistance with completion of forms and applications related to Cal Grant and other state financial aid programs; reconcile the Cal Grant program roster and other state financial aid programs to ensure program compliance and institutional integrity. ○ Coordinate with the California Student Aid Commission (CSAC) on a variety of state financial aid related issues. ○ Assist A&R with the bi-annual (March and September) submission of Cal Grant GPA and Enrollment data files. ○ Serve as the Financial Aid Liaison to the Las Colinas program. <p>2. Current status of position?</p> <ul style="list-style-type: none"> ○ Filling a vacancy due to internal promotion. <p>3. Strategic Staffing Rationale Please address at least one of the following items when answering the questions below (provide specific details):</p> <p>Legal Mandates & Critical threshold of educational support services – 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. This position is crucial to maintaining critical support services offered directly to our neediest students and to also meet continued legal requirements for coordination and implementation of the Cal Grant and other state programs.</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: \$43,320 at Step B plus \$21,227 in benefits for a total of \$64,547. d. RAF impact (check one): <ul style="list-style-type: none"> <input type="checkbox"/> Include in RAF calculation <input checked="" type="checkbox"/> No impact – replacement (vacant one year or less) <input checked="" type="checkbox"/> No impact – funded by <u>BFAP Restricted Funds</u> <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