

Banner ID " @	Last Name Gubbels, Kimberly	First Kimberly	Middle Initial	Telephone
Address		City	State	Zip

**Part I: Check all that apply**

Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" type="radio"/> Regular	<input type="radio"/> Full-Time <input type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) <b>Change in title/assignment</b>
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**Part II: Assignment/Accounting** Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person. All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

**CURRENT** Division/Unit:  
Student Success

Job Title/Position:  
Administrative Assistant to the Dean of Student Success

Budgeted Position?  Yes  No

Budget Number: 1110-14100-6101-501

Compensation: \$ 36,350  
 Annual  
 Hourly  
 Other (explain)

Sched P \_\_\_\_\_  
Grade 11  
Step 13

Hourly Rate: (Part-time only)  
\$ n/a per hr x n/a hrs/wk x n/a wks =  
\$ n/a per year

Start Date: 09/01/19  
End Date: n/a

At-will-employee  
 Per contract

Job Vacancy No.: (if applicable)  
1907 S 056

Specialized Area:  
Student Success

Funded in which FY? FY21

Position No. (NBAPOSN): AD5003

If temporary, anticipated termination date:  
n/a

Position is funded for the following number of months/weeks:  
 9 months  10 ½ months  12 months  Other (specify)

**PROPOSED** Division/Unit:  
Student Success

Job Title/Position:  
Residence Life Supervisor

Budgeted Position?  Yes  No Name of Replaced Employee: n/a

Budget Number: 3912-14103-6093-501

Compensation: \$ 43,196  
 Annual  
 Hourly  
 Other (explain)

Sched A \_\_\_\_\_  
Grade 01  
Step 13

Hourly Rate: (Part-time only)  
\$ n/a per hr x n/a hrs/wk x n/a wks =  
\$ n/a per year

Start Date: 07/01/21

At-will-employee  
 Per contract

Job Vacancy No.: (if applicable)  
2105 A 016

Specialized Area:  
Student Life

Funded in which FY? FY21

Position No. (NBAPOSN): RES005

If temporary, anticipated termination date:  
n/a

Position is funded for the following number of months/weeks:  
 9 months  10 ½ months  12 months  Other (specify)

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Lindsey McPherson</b> <small>Digitally signed by Lindsey McPherson DN: cn=Lindsey McPherson, o=WCJC, ou, email=mcpherson@wcjc.edu, c=US Date: 2021.06.18 15:39:43 -0500</small>	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval <b>B. McPherson</b>	Date 06/28/2021	Approved by President <b>Betty McPherson</b>	Date 6-29-21