

Banner ID # @	Last Name Wilson, Alexiah	First	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 checked="" type="radio"/> Temporary <input type="radio"/> Regular	<input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time		

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 Vacancy No.: (if applicable) 2206 A 026
Job Title/Position: Title V HSI Academic Advisor for Financial Literacy	Specialized Area: Academic and Career Advising/Title V HSI
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY23
Budget Number: 21182-6071-6093-501	Position No. (NBAPOSN): GNC16T
Compensation: \$ 39,192	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched A _____ Grade 5 _____ Step 2 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/22/22	End Date: n/a
<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date: 08/31/23

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify)

PROPOSED Division/Unit: Student Success	Job Vacancy No.: (if applicable) 2206 A 026
Job Title/Position: Title V HSI Academic Advisor for Financial Literacy	Specialized Area: Academic and Career Advising/Title V HSI
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY24
Budget Number: 21182.6071.6093.501	Position No. (NBAPOSN): GNC16T
Compensation: \$ 39,192	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched A _____ Grade 5 _____ Step 2 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 09/01/23	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
If temporary, anticipated termination date: 08/31/24	

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Michael Adkins <small>Digitally signed by Michael Adkins DN: cn=Michael Adkins, o, ou, email=adkinsm@wcjc.edu, c=US Date: 2023.08.14 10:46:09 -05'00'</small>	Approved by Dean Lindsey McPherson <small>Digitally signed by Lindsey McPherson DN: cn=Lindsey McPherson, o=WCJC, ou, email=lmperson@wcjc.edu, c=US Date: 2023.08.17 14:13:27 -05'00'</small>
Approved by Division Chair	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2023.08.14 11:51:24 -05'00'</small>
Approved by Cabinet Level Supervisor	Reviewed by Human Resources <i>[Signature]</i> 9/5/23
Budget Approval <i>[Signature]</i>	Approved by President <i>[Signature]</i> 9-6-23