



Banner ID # @	Last Name Mousam, Hajra A.	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="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<input type="radio"/> Temporary <input checked="" type="radio"/> Regular	<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:	Job Vacancy No.: (if applicable)
Job Title/Position:	Specialized Area:
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No	Funded in which FY?
Budget Number:	Position No. (NBAPOSN):
Compensation: \$	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date:	End Date:
	<input type="radio"/> At-will-employee <input type="radio"/> Per contract
If temporary, anticipated termination date:	

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

PROPOSED Division/Unit: Access, Completion, and Transfer	Job Vacancy No.: (if applicable) 2603 A 010
Job Title/Position: Academic Advisor	Specialized Area: Academic and Career Advising
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Mervat Mickael
Budget Number: 1610-1417-6093-501	Funded in which FY? FY26
Compensation: \$ 46,528	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 07/21/26	End Date: 6/22/26
	<input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
If temporary, anticipated termination date: n/a	

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 Stephanie D. Kolacny Digitally signed by Stephanie D. Kolacny Date: 2026.06.05 08:43:54 -05'00'	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President David A. Byrd, Ph.D. Digitally signed by David A. Byrd, Ph.D. Date: 2026.06.05 08:48:28 -05'00'	Date
Approved by Cabinet Level Supervisor David A. Byrd, Ph.D. Digitally signed by David A. Byrd, Ph.D. Date: 2026.06.05 08:48:18 -05'00'	Date	Reviewed by Human Resources <i>Rachel Johnson</i> 6-8-26	Date
Budget Approval <i>Scott Campbell</i>	Date	Approved by President <i>Monde H</i> 06/09/26	Date