



Banner ID #	Last Name Svatek	First Johnnie	Middle Initial R	Telephone
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Address	City	State	Zip
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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"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Change position from temporary to 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: Student Services	Job Vacancy No.: (if applicable) 1206 A 022
Job Title/Position: Student Recruiter/Academic Advisor	Specialized Area: Recruitment
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY17
Budget Number: 1110-14110-6093-501	Position No. (NBAPOSN): AVR004
Compensation: \$ 60,068	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 9/1/07	End Date: N/A
Sched AA Grade 1 Step 9	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
	If temporary, anticipated termination date: 08/31/17

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

PROPOSED Division/Unit: Student Services	Job Vacancy No.: (if applicable) 1206 A 022
Job Title/Position: Student Recruiter/Academic Advisor	Specialized Area: Recruitment
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Bdk
Budget Number: 1110-14110-6093-501 1110-14109-6093-501	Position No. (NBAPOSN): AVR004
Compensation: \$ 60,068	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 10/01/16	End Date: N/A
Sched AA Grade 1 Step 9	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
	<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:
Transfer position from temporary to regular

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head <i>Tube Caransa</i>	Date 9/1/16	Approved by Dean <i>[Signature]</i>	Date 9/1/16
Approved by Division Chair <i>[Signature]</i>	Date 9/1/16	Approved by Vice President <i>[Signature]</i>	Date 9/1/16
Approved by Cabinet Level Supervisor <i>[Signature]</i>	Date 9/6/16	Reviewed by Human Resources <i>Judy Jones</i>	Date 09/26/16
Budget Approval <i>[Signature]</i>	Date 9/26/16	Approved by President <i>[Signature]</i>	Date 9-26-16

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