



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID # @	Last Name Schmidt, Selena	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 type="radio"/> Temporary <input checked="" type="radio"/> Regular	<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) Change in title/assignment
<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: Strategy, Enrollment Management, and Technology		Job Vacancy No.: (if applicable) 2207 S 045	
Job Title/Position: Financial Aid Quality Control Specialist		Specialized Area: Financial Aid	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY24	
Budget Number: 1110-13024-6101-501		Position No. (NBAPOSN): SPC023	
Compensation: \$ 37,125	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>P</u> Grade <u>15</u> Step <u>5</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: 05/05/16	End Date: n/a	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date: n/a
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)			

PROPOSED Division/Unit: Strategy, Enrollment Management, and Technology		Job Vacancy No.: (if applicable) 2311 A 027	
Job Title/Position: Financial Aid Advisor		Specialized Area: Financial Aid	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a	Funded in which FY? FY24	
Budget Number: 1110-13024-6093-501		Position No. (NBAPOSN): FAA002	
Compensation: \$ 47,859	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>A</u> Grade <u>15</u> Step <u>3</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: 04/17/24		<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date: n/a
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)			
Explanation of Action:			

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Priscilla Salas <small>Digitally signed by Priscilla Salas DN: cn=Priscilla Salas, o=Wharton County Junior College, ou=Financial Aid, email=psalas@wcjc.edu, c=US Date: 2024.03.22 15:00:35 -0500</small>	Date	Approved by Dean Jerry Martinez <small>Digitally signed by Jerry Martinez Date: 2024.03.24 16:03:00 -05'00'</small>	Date
Approved by Division Chair	Date	Approved by Vice President Amanda A. Allen <small>Digitally signed by Amanda A. Allen DN: cn=Amanda A. Allen, o, ou=SEMT, email=aallen@wcjc.edu, c=US Date: 2024.03.24 20:27:39 -05'00'</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval B. D. Kocua	Date 03/25/2024	Approved by President Betsy C. Melnick	Date 3-25-24