

Banner ID # @	Last Name Phillips, Bailey R.	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: Access, Completion, and Transfer	Job Vacancy No.: (if applicable) 2505 A 018
Job Title/Position: College Recruiter	Specialized Area: Recruitment
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY26
Budget Number: 1110-14109-6093-501	Position No. (NBAPOSN): AVR011
Compensation: \$ 43,193	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 08/18/25	End Date: n/a <input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract
Sched A Grade 5 Step 1	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year

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

PROPOSED Division/Unit: Administration	Job Vacancy No.: (if applicable) 2511 A 040
Job Title/Position: Social Media Influence Facilitator	Specialized Area: Marketing and Communications
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Amanda Sitka
Budget Number: 1110-114-6093-60101	Position No. (NBAPOSN): SMF001
Compensation: \$ 44,528 ✓	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 03/25/26	<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract
Sched A Grade 5 Step 3	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year

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 Benjamin Sharp Date: 2026.02.23 16:27:52 -06'00'	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	Date	Approved by President	Date