

Banner ID # @	Last Name Woolsey, John	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: Workforce	Job Vacancy No.: (if applicable) 2311 S 082
Job Title/Position: Continuing Education Specialist	Specialized Area: Continuing Education
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY25
Budget Number: 1510-14027-6101-103	Position No. (NBAPOSN): SPC024
Compensation: \$ 36,475	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 03/25/24	End Date: n/a
Sched P Grade 15 Step 0	<input checked="" type="checkbox"/> At-will-employee <input type="checkbox"/> Per contract
Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
If temporary, anticipated termination date: n/a	

Position is funded for the following number of months/weeks:
 9 months 10 ½ months 12 months Other (specify)

PROPOSED Division/Unit: Workforce	Job Vacancy No.: (if applicable) 2408 A 029
Job Title/Position: Continuing Education Corporate Coordinator	Specialized Area: Continuing Education
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? FY25
Budget Number: 1510-14027-6093-103	Position No. (NBAPOSN): CRD024
Compensation: \$ 66,071	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 09/18/24	End Date: n/a
Sched AA Grade 1 Step 9	<input checked="" type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract
Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
If temporary, anticipated termination date: n/a	

Position is funded for the following number of months/weeks:
 9 months 10 ½ months 12 months Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head	Date	Approved by Dean Danny Bacot	Date Digitally signed by Danny Bacot Date: 2024.09.09 14:44:24 -05'00'
Approved by Division Chair	Date	Approved by Vice President Leigh Ann Collins	Date Digitally signed by Leigh Ann Collins Date: 2024.09.10 15:20:56 -05'00'
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval <i>Betty A. McCrean</i>	Date 9/11/24	Approved by President <i>Betty McCrean</i>	Date 9-11-24