

Banner ID #	Last Name	First	Middle Initial	Ta
	Sanchez, Robert J.			
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 type="radio"/> Regular	<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time	<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)
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**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?  Yes  No Funded in which FY? \_\_\_\_\_

Budget Number: \_\_\_\_\_ Position No. (NBAPOSN): \_\_\_\_\_

Compensation:  Annual  Hourly  Other (explain) \_\_\_\_\_

Sched \_\_\_\_\_ Grade \_\_\_\_\_ Step \_\_\_\_\_ Hourly Rate: (Part-time only) \$ \_\_\_\_\_ per hr x \_\_\_\_\_ hrs/wk x \_\_\_\_\_ wks = \$ \_\_\_\_\_ per year

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  At-will-employee  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: Academic and Career Advising Job Vacancy No.: (if applicable) 2012 A 021

Job Title/Position: Title V HSI Career Development and Transfer Coordinator Specialized Area: Student Success

Budgeted Position?  Yes  No Name of Replaced Employee: n/a Funded in which FY? FY21

Budget Number: 21180-6071-6186-501 Position No. (NBAPOSN): GNC13T

Compensation:  Annual  Hourly  Other (explain) \$ 60,073

Sched GNT \_\_\_\_\_ Grade 7 \_\_\_\_\_ Step 5 \_\_\_\_\_ Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year

Start Date: 04/01/2021  At-will-employee  Per contract If temporary, anticipated termination date: 08/31/2021

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 <b>Lindsey McPherson</b> <small>Digitally signed by Lindsey McPherson DN: cn=Lindsey McPherson, ou=WCJC, ou, email=lmp@wharton.edu, c=US Date: 2021.03.03 08:27:26 -0600</small>	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 <i>Rachel Johnson</i>	Date 3-8-21
Budget Approval <i>B. H. H. H.</i>	Date 03/08/2021	Approved by President <i>Betty A. Melnick</i>	Date 3-8-21