



Banner ID #	Last Name Jeter, Jonathan B.	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 type="checkbox"/> Other (explain)	
<input type="radio"/> Full-Time <input checked="" 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:			Job Vacancy No.: (if applicable)		
Job Title/Position:			Specialized Area:		
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No			Funded in which FY?		
Budget Number:			Position No. (NBAPOSN):		
Compensation:		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched _____ Grade _____ Step _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
Start Date:		End Date:	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date:	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)					
PROPOSED Division/Unit:			Job Vacancy No.: (if applicable)		
Administration			2106 A 019		
Job Title/Position:			Specialized Area:		
Director of the WCJC Foundation			Foundation		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Name of Replaced Employee: n/a		Funded in which FY? FY22	
Budget Number: 23012-1161-6093-400			Position No. (NBAPOSN): DIR034		
Compensation:		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>CA</u> Grade <u>15</u> Step <u>10</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	
\$ 75,402					
Start Date: 10/20/21				<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			Approved by Dean		
Date			Date		
Approved by Division Chair			Approved by Vice President		
Date			Date		
Approved by Cabinet Level Supervisor			Reviewed by Human Resources		
Date			Date		
Budget Approval			Approved by President		
Date			Date		
<i>B. Thacian</i>			<i>Buty L. McArthur</i>		
09/28/2021			9/28/21		