

Banner ID #	Last Name Williams, Vershonda	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="radio"/> Full-Time <input checked="" type="radio"/> Part-Time	<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
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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: Student Success	Job Vacancy No.: (if applicable) 1602 A 002
Job Title/Position: Academic Advisor	Specialized Area: Academic Advising/Counseling
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY21
Budget Number: 1610-14101-6093-503	Position No. (NBAPOSN): AVR003
Compensation: \$ 60,736	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched AA Grade 1 Step 7	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 06/13/16	End Date: n/a
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	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: Student Success	Job Vacancy No.: (if applicable) 2107 A 027
Job Title/Position: Senior Academic Advisor	Specialized Area: Academic & Career Advising
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 1610-14101-6093-501 1610-14107-6093-501	Position No. (NBAPOSN): AVR003
Compensation: \$ 60,736	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched AA Grade 1 Step 7	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 09/01/21	End Date: n/a
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	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 Michael F. Adkins II Digitally signed by Michael F. Adkins II Date: 2021.07.13 08:22:30 -05'00'	Date	Approved by Dean Lindsey McPherson Digitally signed by Lindsey McPherson DN: cn=Lindsey McPherson, o=WCJC, ou=WCJC, email=mcpherson@wcjc.edu, c=US Date: 2021.07.19 15:05:15 -05'00'	Date
Approved by Division Chair	Date	Approved by Vice President Leigh Ann collins Digitally signed by Leigh Ann collins DN: cn=Leigh Ann collins, o=WCJC, ou=VPI, email=lcollins@wcjc.edu, c=US Date: 2021.07.13 07:47:22 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval B. Stacia	Date 07/22/2021	Approved by President Betty A. McLeod	Date 7-26-21