

Banner ID # @	Last Name Brooks, Alexis	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 checked="" type="radio"/> Temporary <input type="radio"/> Regular	<input type="radio"/> Full-Time <input type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Extension of temporary full time position
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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:
Academic, Career, and Transfer / Student Success

Job Title/Position:
Title V HSI Career Development and Transfer Coordinator

Budgeted Position? Yes No

Budget Number: 21182.6071.6186.501

Compensation: \$ 64,075
 Annual
 Hourly
 Other (explain)

Sched GNT
Grade 7
Step 11

Job Vacancy No.: (if applicable)
2202 A 005

Specialized Area:
Title V HSI Grant

Funded in which FY? FY23

Position No. (NBAPOSN): GNC13T

Hourly Rate: (Part-time only)
\$ n/a per hr x n/a hrs/wk x n/a wks =
\$ n/a per year

Start Date: 04/01/22
End Date: n/a

At-will-employee
 Per contract

If temporary, anticipated termination date:
08/31/23

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

PROPOSED Division/Unit:
Academic, Career, and Transfer / Student Success

Job Title/Position:
Title V HSI Career Development and Transfer Coordinator

Budgeted Position? Yes No Name of Replaced Employee: n/a

Budget Number: 21182.6071.6186.501

Compensation: \$ 64,075
 Annual
 Hourly
 Other (explain)

Sched GNT
Grade 7
Step 11

Job Vacancy No.: (if applicable)
2202 A 005

Specialized Area:
Title V HSI Grant

Funded in which FY? FY24

Position No. (NBAPOSN): GNC13T

Hourly Rate: (Part-time only)
\$ n/a per hr x n/a hrs/wk x n/a wks =
\$ n/a per year

Start Date: 09/01/23

At-will-employee
 Per contract

If temporary, anticipated termination date:
08/31/24

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 Adkins <small>Digitally signed by Michael Adkins DN: cn=Michael Adkins, o, ou, email=adkinsm@wcjc.edu, c=US Date: 2023.08.14 10:46:24 -05'00'</small>	Date	Approved by Dean Lindsey McPherson <small>Digitally signed by Lindsey McPherson DN: cn=Lindsey McPherson, o=WCJC, ou, email=mcpherson@wcjc.edu, c=US Date: 2023.08.17 14:13:05 -05'00'</small>	Date
Approved by Division Chair	Date	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2023.08.14 11:50:29 -05'00'</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 9/5/23
Budget Approval <i>[Signature]</i>	Date 09/05/2023	Approved by President <i>[Signature]</i>	Date 9-6-23