

Banner ID # @	Last Name Garcia,	First Lilly	Middle Initial D.	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 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: Student Success Job Vacancy No.: (if applicable) 2012 A 020

Job Title/Position: Title V Hispanic Serving Institutions Project Director Specialized Area: Academic and Career Advising

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

Budget Number: 21180.6071.6185.501 Position No. (NBAPOSN): GND07T

Compensation: Annual Hourly Other (explain) _____

Sched CA _____ Grade 4 _____ Step 10 _____ Hourly Rate: (Part-time only)
 \$ 67,402 per hr x n/a hrs/wk x n/a wks =
 \$ n/a per year

Start Date: 04/01/21 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 Lindsey McPherson <small>Digitally signed by Lindsey McPherson DN: cn=Lindsey McPherson, o=WCJC, ou, email=mcpherson@wcjc.edu, c=US Date: 2021.02.25 15:23:13 -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	Date
Budget Approval B. Stocian	Date 3/8/2021	Approved by President Debra D. Johnson	Date 3-8-21