



**Wharton County
Junior College**

**PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM**

TO: Betty McCrohan

DATE: 10/29/19

FROM: Marybelle Albrecht

DIV or UNIT: Grants & Resource Development

SUBJ: PPA request for: Shayna Barker

Title of PPA activity: EAIHEP Enrollment Services Coordinator

Dates (or semesters) of activity: January 2020 - December 2020

- A. **Activity and Expected Outcomes.** Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Responsible for assisting students in their career navigation by using various tools and the evaluation of those results, create a degree plan for coursework at WCJC based on their results, and a transfer plan for the students desired university. Continually monitor student progress and update Individual Academic Plan as needed.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 600.00	\$ 7,200.00
TOTAL		\$ 600.00	\$ 7,200.00

Budget Number : 21150-6065-6144-501

C. **Approvals**

Supervisor: Marybelle P. Albrecht Date: 10-29-19

VP: _____ Date: _____

President: Betty A. McCrohan Date: 10-31-19