

Banner ID # _____	Last Name Cannell, Samantha	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"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Change in title/assignment
<input checked="" type="radio"/> Full-Time <input 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: Academic and Career Advising	Job Vacancy No.: (if applicable) 1705 S 031
Job Title/Position: Academic Advising Specialist	Specialized Area: Academic Advising
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY21
Budget Number: 1110-14101-6101-503	Position No. (NBAPOSN): SPC022
Compensation: \$ 35,500 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 07/11/17 End Date: n/a	<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:
 9 months 10 1/2 months 12 months Other (specify)

PROPOSED Division/Unit: Academic and Career Advising	Job Vacancy No.: (if applicable) 2106 A 021
Job Title/Position: Academic Advisor	Specialized Area: Academic Advising
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee: n/a	Funded in which FY? FY22
Budget Number: 1110-14107-6093-501	Position No. (NBAPOSN): AVR006
Compensation: \$ 43,192 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	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: _____	<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:
 9 months 10 1/2 months 12 months Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Michael F. Adkins II <small>Digitally signed by Michael F. Adkins II Date: 2021.07.21 08:26:31 -05'00'</small>	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: 2021.07.21 08:13:58 -05'00'</small>
Approved by Division Chair _____	Approved by Vice President Leigh Ann collins <small>Digitally signed by Leigh Ann collins DN: cn=Leigh Ann collins, o=WCJC, ou=VPL, email=llcollins@wcjc.edu, c=US Date: 2021.07.21 16:06:16 -05'00'</small>
Approved by Cabinet Level Supervisor _____	Reviewed by Human Resources Rachel Johnson 7/26/21
Budget Approval B. Skocian 07/24/2021	Approved by President Betty McLeod 7-27-21