

Banner ID # @	Last Name Falcon	First Jessica	Middle Initial R	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="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<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: Student Success	Job Vacancy No.: (if applicable) 1509 A 008
Job Title/Position: TRIO SSS Director	Specialized Area: TRIO SSS Grant
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY24
Budget Number: 21178.6055.6185.400	Position No. (NBAPOSN): GND06T
Compensation: \$ 71,404	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 09/01/23	End Date: n/a
Sched CA _____ Grade 4 Step 10-13 <i>ken</i>	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 08/31/24
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)	

PROPOSED Division/Unit: Student Success	Job Vacancy No.: (if applicable) 1509 A 008
Job Title/Position: TRIO SSS Director	Specialized Area: TRIO SSS Grant
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 21179.6055.6185.400	Position No. (NBAPOSN): GND06T
Compensation: \$ 74,070	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Start Date: 09/01/24	End Date: _____
Sched CA _____ Grade 4 Step 14	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 08/31/25
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)	

Explanation of Action:
Continuation of Grant

Part III: Position/Budget Authorization			
Recommended by Supervisor/Department Head	Date	Approved by Dean	Date
		Lindsey McPherson	
Approved by Division Chair	Date	Approved by Vice President	Date
		Leigh Ann Collins	
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
		<i>Sahib Rahman</i>	8/28/24
Budget Approval	Date	Approved by President	Date
<i>BK</i>	8/28/24	<i>Betty McCreath</i>	9-3-24

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