

Banner ID # _____	Last Name Mickael, Mervat	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="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> 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) 1504 S 013
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: 1610-14101-6101-503			Position No. (NBAPOSN): SPC020
Compensation: \$ 35,825	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched P _____ Grade 15 _____ Step 4 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 06/26/15	End Date: n/a	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: n/a

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

PROPOSED Division/Unit: Academic and Career Advising			Job Vacancy No.: (if applicable) 2106 A 022
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: 1610 14107-6093-501			Position No. (NBAPOSN): AVR007
Compensation: \$ 43,858	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched A _____ Grade 05 _____ Step 10 _____	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		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: n/a

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 F. Adkins II <small>Digitally signed by Michael F. Adkins II Date: 2021.07.21 08:23:51 -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 08:17:05 -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=VPI, email=lacollins@wcjc.edu, c=US Date: 2021.07.21 16:07:04 -05'00'</small>
Approved by Cabinet Level Supervisor _____	Reviewed by Human Resources <i>Rachel Dahmsen</i> 7/26/21
Budget Approval <i>B. Kocian</i> 07/26/2021	Approved by President <i>Brittany A. McLean</i> 7-27-21