

Banner ID #	Last Name Grace, Ruby D.	First	Middle Initial	Telephone
Address		City		State Zip

Part I: Check all that apply

Classification:	<input checked="" type="checkbox"/> New Employee	<input type="checkbox"/> Other (explain)
<input type="radio"/> Administrative/Professional Staff	<input type="checkbox"/> Extension	
<input type="radio"/> Faculty	<input type="checkbox"/> Salary Adjustment	
<input type="radio"/> Support Staff	<input type="checkbox"/> Separation (date: _____)	
<input type="radio"/> Temporary	<input checked="" type="radio"/> Full-Time	
<input checked="" type="radio"/> Regular	<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:	Job Vacancy No.: (if applicable)
Job Title/Position:	Specialized Area:
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No	Funded in which FY?
Budget Number:	Position No. (NBAPOSN):
Compensation:	Hourly Rate: (Part-time only)
\$ <input type="radio"/> Annual	\$ _____ per hr x _____ hrs/wk x _____ wks =
<input type="radio"/> Hourly	\$ _____ per year
<input type="radio"/> Other (explain)	
Sched _____	
Grade _____	
Step _____	
Start Date:	End Date:
	<input type="radio"/> At-will-employee
	<input type="radio"/> Per contract
If temporary, anticipated termination date:	
Position is funded for the following number of months/weeks:	
<input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

PROPOSED Division/Unit:	Job Vacancy No.: (if applicable)
Student Services	1711 A 020
Job Title/Position:	Specialized Area:
College Recruiter/Academic Advisor	Recruiting
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY18
Name of Replaced Employee: Tracy Stripling	
Budget Number: 1110-14109-6093-501	Position No. (NBAPOSN): AVR005
Compensation:	Hourly Rate: (Part-time only)
\$ 55,402	\$ N/A per hr x _____ hrs/wk x _____ wks =
<input checked="" type="radio"/> Annual	\$ _____ per year
<input type="radio"/> Hourly	
<input type="radio"/> Other (explain)	
Sched AA	
Grade 1	
Step 1	
Start Date: 03/21/18	End Date:
	<input checked="" 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:	
<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:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head	Date	Approved by Dean	Date
<i>Julie Harmon</i>			
Approved by Division Chair	Date	Approved by Vice President	Date
<i>[Signature]</i>		<i>[Signature]</i>	2/12/18
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
<i>[Signature]</i>	2/12/18	<i>[Signature]</i>	2-14-18
Budget Approval	Date	Approved by President	Date
<i>[Signature]</i>	2/14/18	<i>[Signature]</i>	2-16-18