



Banner ID # @ 00353748	Last Name Wilson, Alexiah	First Alexiah	Middle Initial	Telephone 832-901-0527
Address P.O. Box 1362, Fresno, TX 77545		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 checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) changing from part time to full time status
<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.

<b>CURRENT</b> Division/Unit: Student Success	Job Vacancy No.: (if applicable) 2109 A 032
Job Title/Position: Part Time Academic Advisor	Specialized Area: Academic and Career Advising
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY22
Budget Number: 1110-14107-6094-501	Position No. (NBAPOSN): COUS99
Compensation: \$ 20.00 <input type="radio"/> Annual <input checked="" type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ 20.00 per hr x 19.5 hrs/wk x 50 wks = \$ 19,500 per year
Start Date: 12/06/21 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) 50 weeks

<b>PROPOSED</b> Division/Unit: Student Success	Job Vacancy No.: (if applicable) 2206 A 026
Job Title/Position: Title V HSI Academic Advisor for Financial Literacy	Specialized Area: Academic and Career Advising / Title V HSI
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Jazmin Cordova
Budget Number: 21181-6071-6131-501	Position No. (NBAPOSN): GNC16T
Compensation: \$ 38,525 <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: 09/21/22 <input checked="" type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract	If temporary, anticipated termination date: 08/31/23

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 <b>Michael Adkins</b> <small>Digitally signed by Michael Adkins DN: cn=Michael Adkins, o. ou, email=adkinsm@wcjc.edu, c=US Date: 2022.08.05 10:51:55 -0500</small>	Date	Approved by Dean <b>Lindsey McPherson</b> <small>Digitally signed by Lindsey McPherson DN: ou=Lindsey McPherson, ou=WCJC, ou, email=lmperson@wcjc.edu, c=US Date: 2022.08.08 09:53:46 -0500</small>	Date
Approved by Division Chair	Date	Approved by Vice President <b>Leigh Ann Collins</b> <small>Digitally signed by Leigh Ann Collins Date: 2022.08.08 11:03:43 -0500</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date
Budget Approval <i>[Signature]</i>	Date 08/09/2022	Approved by President <i>[Signature]</i>	Date 8-9-22