



**Wharton County
Junior College**

**PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM**

TO: Betty McCrohan

DATE: 10/29/19

FROM: Marybelle Albrecht

DIV or UNIT: Grants & Resource Development

SUBJ: PPA request for: Jessica Falcon
 Title of PPA activity: Project Manager (EAIHEP)
 Dates (or semesters) of activity: December 2019-December 2020

- A. **Activity and Expected Outcomes.** Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Responsible for assisting the project director in all aspects of implementation of the Emergency Assistance to Institutions of Higher Education Program. Train project staff as needed in college admission processes. Review all incoming applications and supporting documentation in order to determine eligibility. Communicate application status with students and assign project staff to follow up and begin services. Continually monitor student activity to ensure students have completed all admission requirements and are actively enrolled.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 800.00	\$ 10,400.00
TOTAL		\$ 800.00	\$ 10,400.00

Budget Number : 21150-6065-6144-501

C. **Approvals**

Supervisor: Marybelle P. Albrecht Date: 10-29-19

VP: _____ Date: _____

President: Betty D. McCreary Date: 10-31-19