

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 checked="" type="radio"/> Full-Time <input type="radio"/> Regular <input type="radio"/> Part-Time	<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)
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**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: TRIO Student Support Services Grant	Job Vacancy No.: (if applicable) 1509 A 008
Job Title/Position: TRIO Student Support Services Project Director	Specialized Area: TRIO Grant
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY17
Budget Number: 21171-6055-6185-400	Position No. (NBAPOSN): GND06T
Compensation: \$ 64,068 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA _____ Grade 4 _____ Step 8 _____ Hourly Rate: (Part-time only) \$ N/A per hr x N/A hrs/wk x N/A wks = \$ N/A per year
Start Date: 09/01/15     End Date: 08/31/17	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract If temporary, anticipated termination date: 08/31/17

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

<b>PROPOSED</b> Division/Unit: TRIO Student Support Services Grant	Job Vacancy No.: (if applicable) 1509 A 008
Job Title/Position: TRIO Student Support Services Project Director	Specialized Area: TRIO Grant
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No     Name of Replaced Employee:	Funded in which FY? FY18
Budget Number: 21171-6055-6185-400	Position No. (NBAPOSN): GND06T
Compensation: \$ 64,068 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA _____ Grade 4 _____ Step 8 _____ Hourly Rate: (Part-time only) \$ N/A per hr x N/A hrs/wk x N/A wks = \$ N/A per year
Start Date: 9/01/17	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract If temporary, anticipated termination date: 08/31/18

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	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval	Date	Approved by President	Date

*Betty L. McCreath*     8-24-17     *Judy J. Jones*     09/25/17  
*B. McKee*     9/25/17     *Betty L. McCreath*     9-29-17