

Banner ID	Last Name Koczanowski, Mary C.	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 checked="" 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: Administration
Job Vacancy No.: (if applicable) 1408 S 066

Job Title/Position: Marketing and Communications Specialist
Specialized Area: Marketing and Communications

Budgeted Position? Yes No
Funded in which FY? FY18

Budget Number: 1110-114-6101-60101
Position No. (NBAPOSN): SPC009

Compensation: \$ 30,650
 Annual
 Hourly
 Other (explain)
 Sched P
 Grade 8
 Step 3
 Hourly Rate: (Part-time only)
 \$ N/A per hr x _____ hrs/wk x _____ wks =
 \$ _____ per year

Start Date: 10/13/14
End Date: N/A
 At-will-employee
 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: Administration
Job Vacancy No.: (if applicable) 1711 A 021

Job Title/Position: Coordinator of Marketing and Communications
Specialized Area: Marketing and Communications

Budgeted Position? Yes No
Name of Replaced Employee: Amanda Sitka
Funded in which FY? FY18

Budget Number: 1110-114-6093-60101
Position No. (NBAPOSN): CRD009

Compensation: \$ 61,402
 Annual
 Hourly
 Other (explain)
 Sched AA
 Grade 1
 Step 10
 Hourly Rate: (Part-time only)
 \$ N/A per hr x _____ hrs/wk x _____ wks =
 \$ _____ per year

Start Date: 02/21/18
 At-will-employee
 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 <i>[Signature]</i>	Date 1-23-18	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 <i>[Signature]</i>	Date 1/30/18	Approved by President <i>[Signature]</i>	Date 1-30-18