

Banner ID #	Last Name Ashburn Kimberly	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 checked="" type="radio"/> Temporary <input type="radio"/> Regular	<input type="radio"/> Full-Time <input checked="" type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Change in title/assignment
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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.

CURRENT Division/Unit: Instruction	Job Vacancy No.: (if applicable) 1708 S 076
Job Title/Position: Distance Education Media Support Specialist	Specialized Area: Distance Education
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY20
Budget Number: 1110-1412-6101-400	Position No. (NBAPOSN): SPC028
Compensation: \$ 33,375	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched <u>P</u> Grade <u>12</u> Step <u>2</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: 09/18/17	End Date: <u>n/a</u>
<input checked="" 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:
 9 months 10 1/2 months 12 months Other (specify)

PROPOSED Division/Unit: Instruction	Job Vacancy No.: (if applicable) 2007 A 008
Job Title/Position: Accessibility and Instructional Media Technologist	Specialized Area: Accessibility and Media
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: <u>n/a</u>
Budget Number: 21153-6068-6093-501	Position No. (NBAPOSN): DLD02T
Compensation: \$ 54,070	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched <u>GNT</u> Grade <u>1</u> Step <u>2</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: 07/27/20	<input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
If temporary, anticipated termination date: 04/30/21	

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify) **Through April 30, 2021**

Explanation of Action:
Position created to help meet the more demanding technical responsibilities as a result of the COVID pandemic

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Michele Betancourt <small>Digitally signed by Michele Betancourt Date: 2020.07.24 15:32:57 -05'00'</small>	Approved by Dean _____ Date _____
Approved by Division Chair _____ Date _____	Approved by Vice President Leigh Ann collins <small>Digitally signed by Leigh Ann collins DN: cn=Leigh Ann collins, o=WCJC, ou=VPL, email=leacoll@wcjc.edu, c=US Date: 2020.07.24 16:11:38 -05'00'</small>
Approved by Cabinet Level Supervisor _____ Date _____	Reviewed by Human Resources Judy J. Jones <i>LA</i> _____ Date 8/18/2020
Budget Approval B. Kocian _____ Date 08/18/2020	Approved by President _____ _____ Date 8-18-20