

Banner ID # @	Last Name Anwarzad, Basira	First	Middle Initial	Telephone
Address		City		State Zip
Part I: Check all that apply				
Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input checked="" type="radio"/> Support Staff <input checked="" type="radio"/> Temporary <input checked="" type="radio"/> Full-Time <input checked="" type="radio"/> Regular <input type="radio"/> Part-Time		<input checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)		<input type="checkbox"/> Other (explain)
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:				Job Vacancy No.: (if applicable)
Job Title/Position:				Specialized Area:
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No				Funded in which FY?
Budget Number:				Position No. (NBAPOSN):
Compensation: \$	<input checked="" type="radio"/> Annual <input checked="" type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched _____ Grade _____ Step _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
Start Date:	End Date:	<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: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
PROPOSED Division/Unit: Enrollment Management & Registrar				Job Vacancy No.: (if applicable) 2508 A 031
Job Title/Position: Financial Aid Advisor				Specialized Area: Financial Aid
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a			Funded in which FY? FY26
Budget Number: 1210-13024-6093-501				Position No. (NBAPOSN): FAA003
Compensation: \$ 52,528	<input checked="" type="radio"/> Annual <input checked="" type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched A Grade 15 Step 5	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 01/05/26		<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: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
Explanation of Action:				
Part III: Position/Budget Authorization				
Recommended by Supervisor/Department Head Priscilla Salas	Date Digitally signed by Priscilla Salas Date: 2025.10.16 13:25:37 -05'00'	Approved by Dean Jerry Martinez	Date Digitally signed by Jerry Martinez Date: 2025.10.16 14:58:15 -05'00'	
Approved by Division Chair	Date	Approved by Vice President Amanda A. Allen	Date Digitally signed by Amanda A. Allen Date: 2025.10.16 15:17:24 -05'00'	
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Rehul Rahman</i> 10-23-25	Date	
Budget Approval <i>Lynne Ward</i>	Date 10.23.25	Approved by President <i>J. Mandell</i> 11/03/25	Date	