

Banner ID # @	Last Name Alstadt, Carey A.	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 checked="" type="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<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: \_\_\_\_\_ Job Vacancy No.: (if applicable) \_\_\_\_\_

Job Title/Position: \_\_\_\_\_ Specialized Area: \_\_\_\_\_

Budgeted Position?  Yes  No Funded in which FY? \_\_\_\_\_

Budget Number: \_\_\_\_\_ Position No. (NBAPOSN): \_\_\_\_\_

Compensation: \$ _____	<input type="radio"/> Annual <input 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
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Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  At-will-employee  
 Per contract If temporary, anticipated termination date: \_\_\_\_\_

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

**PROPOSED** Division/Unit: Access, Completion, and Transfer Job Vacancy No.: (if applicable) 2511 A 038

Job Title/Position: Senior Academic and Career Advisor Specialized Area: Academic and Career Advising

Budgeted Position?  Yes  No Name of Replaced Employee: n/a Funded in which FY? FY26

Budget Number: 1210-14107-6093-501 Position No. (NBAPOSN): SAV001

Compensation: \$ 54,528	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched A Grade 13 Step 10	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
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Start Date: 03/25/26  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 <b>Stephanie D. Kolacny</b> Digitally signed by Stephanie D. Kolacny Date: 2026.02.18 10:58:51 -06'00'	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President <b>David A. Byrd, Ph.D.</b> Digitally signed by David A. Byrd, Ph.D. Date: 2026.02.18 12:05:06 -06'00'	Date
Approved by Cabinet Level Supervisor <b>David A. Byrd, Ph.D.</b> Digitally signed by David A. Byrd, Ph.D. Date: 2026.02.18 12:05:01 -06'00'	Date	Reviewed by Human Resources <i>Rachel Johnson</i> 02-27-26	Date
Budget Approval <i>Scott Cuyler</i>	Date 2-27-26	Approved by President <i>Michael Allen</i>	Date