



Banner ID # @	Last Name Guerra	First Shayna	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 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)
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: Academic Affairs			Job Vacancy No.: (if applicable) 1901 A 003	
Job Title/Position: TRiO SSS Advisor/Coordinator			Specialized Area: TRiO SSS Grant	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY25	
Budget Number: 21179-6055-6186-400			Position No. (NBAPOSN): GNC12T	
Compensation: \$ 64,742	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>GNT</u> Grade <u>01</u> Step <u>12</u>	Hourly Rate: (Part-time only) \$ <u>NA</u> per hr x <u>NA</u> hrs/wk x <u>NA</u> wks = \$ <u>NA</u> per year	
Start Date: 09/01/24	End Date: 08/31/25	<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 type="radio"/> 9 months <input type="radio"/> 10 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)				
PROPOSED Division/Unit: Academic Affairs			Job Vacancy No.: (if applicable) 1901 A 003	
Job Title/Position: TRiO SSS Advisor/Coordinator			Specialized Area: TRiO SSS Grant	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY26	
Budget Number: 21140-6055-6186-400			Position No. (NBAPOSN): GNC12T	
Compensation: \$ 64,743	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>GNT</u> Grade <u>01</u> Step <u>12</u>	Hourly Rate: (Part-time only) \$ <u>NA</u> per hr x <u>NA</u> hrs/wk x <u>NA</u> wks = \$ <u>NA</u> per year	
Start Date: 09/01/25			<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	
If temporary, anticipated termination date: 8/31/2026				
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)				
Explanation of Action: Continuation of Grant (2025-2030)				
Part III: Position/Budget Authorization				
Recommended by Supervisor/Department Head Jessica Falcon <small>Digitally signed by Jessica Falcon Date: 2025.07.07 11:54:36 -05'00'</small>		Approved by Dean Lindsey McPherson <small>Digitally signed by Lindsey McPherson Date: 2025.07.07 13:37:40 -05'00'</small>		
Approved by Division Chair		Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2025.07.08 11:07:54 -05'00'</small>		
Approved by Cabinet Level Supervisor		Reviewed by Human Resources <i>[Signature]</i> 7/18/25		
Budget Approval <i>[Signature]</i> 7/17/25		Approved by President <i>[Signature]</i> 7-21-25		