

Banner ID # @	Last Name Wilson, Alexiah	First	Middle Initial	Telephone
Address		City		State Zip

Part I: Check all that apply

<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 checked="" type="radio"/> Full-Time <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: Student Success Job Vacancy No.: (if applicable) 2206 A 026

Job Title/Position: Title V HSI Academic Advisor for Financial Literacy Specialized Area: Academic and Career Advising/Title V HSI

Budgeted Position? Yes No Funded in which FY? FY22

Budget Number: 21181-6071-6131-501 Position No. (NBAPOSN): GNC16T

Compensation: \$ 38,525
 Annual
 Hourly
 Other (explain)

Sched A
Grade 5
Step 2

Hourly Rate: (Part-time only)
\$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year

Start Date: 08/22/22 End Date: n/a
 At-will-employee
 Per contract

If temporary, anticipated termination date: 08/31/22

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify)

PROPOSED Division/Unit: Student Success Job Vacancy No.: (if applicable) 2206 A 026

Job Title/Position: Title V HSI Academic Advisor for Financial Literacy Specialized Area: Academic and Career Advising/Title V HSI

Budgeted Position? Yes No Name of Replaced Employee: n/a Funded in which FY? FY23

Budget Number: 21181.6071.6093.501 Position No. (NBAPOSN): GNC16T

Compensation: \$ 39,192
 Annual
 Hourly
 Other (explain)

Sched A
Grade 5
Step 2

Hourly Rate: (Part-time only)
\$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year

Start Date: 09/01/22
 At-will-employee
 Per contract

If temporary, anticipated termination date: 08/31/23

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Michael Adkins <small>Digitally signed by Michael Adkins DN: cn=Michael Adkins, o, ou, email=radkinsm@wcjc.edu, c=US Date: 2022.08.19 12:27:54 -05'00'</small>	Date	Approved by Dean Lindsey McPherson <small>Digitally signed by Lindsey McPherson DN: cn=Lindsey McPherson, o=WCJC, ou, email=mcphersonl@wcjc.edu, c=US Date: 2022.08.19 10:13:35 -05'00'</small>	Date
Approved by Division Chair	Date	Approved by Vice President <i>Liz Ann Collins</i>	Date 9-13-22
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Steph Johnson</i>	Date 9/21/22
Budget Approval <i>B. Adkins</i>	Date 09/20/2022	Approved by President <i>Bob McCreary</i>	Date 9-21-22