

Banner ID	Last Name Voulgaris	First Emily	Middle Initial Emily	Telephone
Address	City		State	Zip

Part I: Check all that apply

Classification: <input type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input checked="" type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" type="radio"/> Regular	<input type="radio"/> Full-Time <input 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: **Planning and IE** Job Vacancy No.: (if applicable) **2012 A 019**

Job Title/Position: **Temporary Assistant Director of Admissions and Registration** Specialized Area: **Admissions and Registration**

Budgeted Position? Yes No Funded in which FY? **FY 2021**

Budget Number: **1110-1310-6093-500** Position No. (NBAPOSN): **ADR06T**

Compensation: **\$ 60,069** Annual Hourly Other (explain) Sched **AA** Grade **1** Step **6** Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year

Start Date: **01/01/2021** End Date: At-will-employee Per contract If temporary, anticipated termination date: **03/31/21**

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

PROPOSED Division/Unit: **Planning and IE** Job Vacancy No.: (if applicable) **2103 A 006**

Job Title/Position: **Assistant Director of Admissions and Registration** Specialized Area: **Admissions and Registration**

Budgeted Position? Yes No Name of Replaced Employee: **N/A** Funded in which FY? **FY 2021**

Budget Number: **1110-1310-6093-500** Position No. (NBAPOSN): **ADR006**

Compensation: **\$ 60,069** Annual Hourly Other (explain) Sched **AA** Grade **1** Step **6** Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year

Start Date: **04/01/2021** 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:
Permanent placement of Emily Voulgaris as the Assistant Director of Admissions and Registration.

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Amanda Allen <small>Digitally signed by Amanda Allen DN: cn=Amanda Allen, ou=WCJC, ou=Planning and IE, email=allen@wcjc.edu, c=US Date: 2021.03.02 11:58:19 -0600</small>	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President Amanda Allen <small>Digitally signed by Amanda Allen DN: cn=Amanda Allen, ou=WCJC, ou=Planning and IE, email=allen@wcjc.edu, c=US Date: 2021.03.02 11:57:57 -0600</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 3-22-21
Budget Approval <i>[Signature]</i>	Date 03/22/2021	Approved by President <i>[Signature]</i>	Date 3-22-21