



Banner ID # @	Last Name Rosales, Lori	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"/> Full-Time <input checked="" type="radio"/> Regular <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: Information Technology	Job Vacancy No.: (if applicable) 2408 A 035
Job Title/Position: IT Project Manager	Specialized Area: Information Technology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY26
Budget Number: 1110-13033-6093-6081	Position No. (NBAPOSN): TE1001
Compensation: \$ 49,194	<input checked="" type="radio"/> Annual Sched <u>A</u> <input type="radio"/> Hourly Grade <u>8</u> <input type="radio"/> Other (explain) Step <u>7</u> Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: 08/01/24	End Date: n/a <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract If temporary, anticipated termination date: n/a
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: Enrollment Management	Job Vacancy No.: (if applicable) 2601 A 001
Job Title/Position: College Recruiter	Specialized Area: Recruitment
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Emma Hermes
Budget Number: 1110-14109-6093-501	Position No. (NBAPOSN): AVR005
Compensation: \$ 48,528	<input checked="" type="radio"/> Annual Sched <u>A</u> <input type="radio"/> Hourly Grade <u>5</u> <input type="radio"/> Other (explain) Step <u>9</u> Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: TBD	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract If temporary, anticipated termination date: n/a
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:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Armando Palomino McClure Digitally signed by Armando Palomino McClure Date: 2026.04.13 10:23:26 -05'00'	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President David A. Byrd, Ph.D. Digitally signed by David A. Byrd, Ph.D. Date: 2026.04.13 12:22:43 -05'00'	Date
Approved by Cabinet Level Supervisor David A. Byrd, Ph.D. Digitally signed by David A. Byrd, Ph.D. Date: 2026.04.13 12:22:30 -05'00'	Date	Reviewed by Human Resources	Date
Budget Approval	Date	Approved by President	Date