



**Wharton County
Junior College**

**PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM**

TO: Betty McCrohan

DATE: November 4, 2020

FROM: Marybelle Albrecht

DIV or UNIT: Grants & Resource Development

SUBJ: PPA request for: Shayna Guerra
 Title of PPA activity: Project Coordinator
 Dates (or semesters) of activity: January 2021 - July 2021

A. **Activity and Expected Outcomes.** Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

The Project Coordinator is responsible for assisting the Project Manager in all aspects of the continuation of supporting the students in the cohort. Assist with communicating with Financial Aid regarding awards and eligibility of students. Utilize career navigation tools and the evaluation of those results to create a degree plan for coursework at WCJC. Create transfer plans for students in the cohort. Continually monitor student progress and update Individual Academic Plan as needed. Provide additional support as needed.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 800.00	\$ 5,600.00
TOTAL		\$ 800.00	\$ 5,600.00

Budget Number : 2395-6065-6144-501

C. **Approvals**

Supervisor: Marybelle Albrecht

Digitally signed by Marybelle Albrecht
DN: cn=Marybelle Albrecht,
o=WCJC, ou,
email=ralbrechtm@wcjc.edu, c=US
Date: 2020.11.04 09:06:24 -0600

Date: _____

VP: _____

Date: _____

President: Betty A. McCrohan

Date: 11-5-20