

Banner ID # @	Last Name Zuniga, Jennifer	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 type="radio"/> Regular	<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time	<input checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
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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: _____ Job Vacancy No.: (if applicable) _____

Job Title/Position: _____ Specialized Area: _____

Budgeted Position? Yes No Funded in which FY? _____

Budget Number: _____ Position No. (NBAPOSN): _____

Compensation: \$ _____	<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched _____ Grade _____ Step _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
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Start Date: _____ End Date: _____ At-will-employee Per contract

If temporary, anticipated termination date: _____

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

PROPOSED Division/Unit: Enrollment Management Job Vacancy No.: (if applicable) 2409 A 037

Job Title/Position: College Recruiter Specialized Area: Recruitment

Budgeted Position? Yes No Name of Replaced Employee: Jorge Arroyos Funded in which FY? FY25

Budget Number: 1110-14109-6093-501 Position No. (NBAPOSN): AVR004

Compensation: \$ 47,860	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched A Grade 5 Step 10	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
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Start Date: 01/22/25 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: _____

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Armando Palomino McClure Digitally signed by Armando Palomino McClure Date: 2024.11.14 12:48:22 -06'00'	Date	Approved by Dean Jerry Martinez Digitally signed by Jerry Martinez Date: 2024.11.15 07:36:44 -06'00'	Date
Approved by Division Chair	Date	Approved by Vice President <i>[Signature]</i>	Date 11-15-24
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 11-19-24
Budget Approval <i>[Signature]</i>	Date 11-18-24	Approved by President <i>[Signature]</i>	Date 11-19-24