



Banner ID # - @	Last Name Voulgaris	First Emily	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"/> Regular	<input type="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Change in title/assignment due to the reorganization of OAR.
<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time		

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) 2103 A 006
Job Title/Position: Assistant Director of Admissions and Registration	Specialized Area: Admissions and Registration
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY2022
Budget Number: 1110.1310.6093.500	Position No. (NBAPOSN): ADR006
Compensation: \$ 60,069	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> 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	End Date: <input type="radio"/> At-will-employee <input checked="" type="radio"/> 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: Planning and IE	Job Vacancy No.: (if applicable) 2111 A 040
Job Title/Position: Assistant Director of Student Records	Specialized Area: Admissions and Registration
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: N/A
Budget Number: 1110.1310.6093.500	Funded in which FY? FY 2022
Compensation: \$ 60,069	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> 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: 12/01/2021	<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:
 9 months 10 ½ months 12 months Other (specify)

Explanation of Action:
Title change to accompany reorganization of the Office 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, o=WCJC, ou=Planning and IE, email=allen@wcjc.edu, c=US Date: 2021.11.22 10:29:55 -0500</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, o=WCJC, ou=Planning and IE, email=allen@wcjc.edu, c=US Date: 2021.11.22 10:30:05 -0500</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date
Budget Approval <i>[Signature]</i>	Date 11/22/2021	Approved by President <i>[Signature]</i>	Date 11/23/21