

Banner ID # - @	Last Name Quinones, Marcela	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"/> Regular	<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) <b>Change in Title/Assignment</b>
<input type="radio"/> Full-Time <input checked="" 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.

<b>CURRENT</b> Division/Unit: Enrollment Management & Registrar	Job Vacancy No.: (if applicable) 2110 S 069
Job Title/Position: Assistant Admissions Officer	Specialized Area: Admissions
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? <b>FY22</b>
Budget Number: <b>1210-1310-6101-500</b>	Position No. (NBAPOSN): <b>AR2010</b>
Compensation: \$ <b>28,625</b> <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>0</u> Grade <u>11</u> Step <u>0</u>
Start Date: 01/10/22 End Date: n/a	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
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	
If temporary, anticipated termination date: n/a	

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify)

<b>PROPOSED</b> Division/Unit: Enrollment Management & Registrar	Job Vacancy No.: (if applicable) 2207 A 031
Job Title/Position: College Recruiter	Specialized Area: Recruitment
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Armando Palomino-McClure
Funded in which FY? <b>FY23</b>	Position No. (NBAPOSN): <b>AVR005</b>
Budget Number: <b>1110-14109-6093-501</b>	
Compensation: \$ <b>40,525</b> <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>A</u> Grade <u>5</u> Step <u>4</u>
Start Date: <b>09/21/22</b> End Date:	<input checked="" type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract
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	
If temporary, anticipated termination date: n/a	

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify)

Explanation of Action:

<b>Part III: Position/Budget Authorization</b>			
Recommended by Supervisor/Department Head <b>Armando Palomino McClure</b> <small>Digitally signed by Armando Palomino McClure Date: 2022.08.18 12:51:39 -05'00'</small>	Date	Approved by Dean <b>Jerry Martinez</b> <small>Digitally signed by Jerry Martinez Date: 2022.08.18 13:07:09 -05'00'</small>	Date
Approved by Division Chair	Date	Approved by Vice President <b>Amanda Allen</b> <small>Digitally signed by Amanda Allen DN: cn=Amanda Allen, o=WCJC, email=allena@wcjc.edu, c=US Date: 2022.08.18 13:16:12 -05'00'</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>(Signature)</i>	Date
Budget Approval <i>(Signature)</i>	Date	Approved by President <i>(Signature)</i>	Date