



**Wharton County
Junior College**

Personnel Action Form

Human Resources

Banner ID # @	Last Name Williams, Vershonda	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) Change in title/assignment
<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.				
CURRENT Division/Unit: Student Success			Job Vacancy No.: (if applicable) 2107 A 027	
Job Title/Position: Senior Academic Advisor			Specialized Area: Academic & Career Advising	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY22	
Budget Number: 1610-14107-6093-501			Position No. (NBAPOSN): AVR003	
Compensation: \$ 60,735	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA Grade 1 Step 7	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 06/13/16	End Date: n/a	<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: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)				
PROPOSED Division/Unit: Planning and Institutional Effectiveness			Job Vacancy No.: (if applicable) 2111 A 038	
Job Title/Position: Coordinator of Recruitment			Specialized Area: Recruitment	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Name of Replaced Employee: Julie Aaronson	
Budget Number: 1110-14109-6093-501			Funded in which FY? FY22	
Budget Number: 1110-14109-6093-501			Position No. (NBAPOSN): CRD001	
Compensation: \$ 65,402	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA Grade 8 Step 9	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 03/01/22		<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 1/2 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		Date		Approved by Dean
Approved by Division Chair		Date		Approved by Vice President
Approved by Cabinet Level Supervisor		Date		Reviewed by Human Resources
Budget Approval		Date		Approved by President

Digitally signed by Amanda Allen
DN: cn=Amanda Allen, o=WCJC, ou=Planning and IR, email=allen@wcjc.edu,
c=US
Date: 2022.02.21 09:51:47 -0500