



Banner ID # _____ @ _____	Last Name Estrada, Stephen R.	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 checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain) _____
<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: _____	Job Vacancy No.: (if applicable) _____
Job Title/Position: _____	Specialized Area: _____
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> 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
Start Date: _____	End Date: _____ <input type="radio"/> At-will-employee <input type="radio"/> Per contract
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify) _____	

PROPOSED Division/Unit: Enrollment Management	Job Vacancy No.: (if applicable) 2603 A 008
Job Title/Position: Dean of Strategic Enrollment Management	Specialized Area: Enrollment Management
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Jerry Martinez
Budget Number: 1110-1310-6093-500	Funded in which FY? FY26
Compensation: \$ 92,752 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) _____	Sched D _____ Grade 15 _____ Step 26 _____ Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 07/06/26	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ 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 _____	Date _____
Approved by Division Chair _____	Date _____	Approved by Vice President _____	Date _____
Approved by Cabinet Level Supervisor _____	Date _____	Reviewed by Human Resources _____	Date _____
David A. Byrd, Ph.D. Digitally signed by David A. Byrd, Ph.D. Date: 2026.05.19 12:19:01 -05'00'	Date _____	Approved by President _____	Date _____
Budget Approval _____	Date _____	_____	Date _____