



Banner ID # @	Last Name Gajewsky-Maly, Annette	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"/> Full-Time <input type="radio"/> Regular <input type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)  <b>Extension of temporary full time position</b>
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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.

<b>CURRENT</b> Division/Unit: Academic, Career and Transfer / Student Success			Job Vacancy No.: (if applicable) 2404 A 010
Job Title/Position: Title V HSI Academic Advisor for Financial Literacy			Specialized Area: Title V HSI Grant
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY25
Budget Number: 21184-6071-6093-501			Position No. (NBAPOSN): GNC16T
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
Start Date: Sep 1, 2024	End Date: Aug 31, 2025	<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)

<b>PROPOSED</b> Division/Unit: Academic, Career and Transfer / Student Success			Job Vacancy No.: (if applicable) 2404 A 010
Job Title/Position: Title V HSI Academic Advisor for Financial Literacy			Specialized Area: Title V HSI Grant
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No      Name of Replaced Employee:			Funded in which FY? FY26
Budget Number: 21184-6071-6093-501			Position No. (NBAPOSN): GNC16T
Compensation: \$ 49,860	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched A _____ Grade 5 _____ Step 11 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: Sep 1, 2025		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: Sep 31, 2025

Position is funded for the following number of months/weeks:  
☐ 9 months    ☐ 10 ½ months    ☐ 12 months    ☒ Other (specify) Sep 1 - Sep 30, 2025

Explanation of Action:  
 Grant is ending Sep 31, 2025

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <b>Stephanie D. Kolacny</b> Date: 2025.08.28 10:30:58 -05'00' Digitally signed by Stephanie D. Kolacny	Approved by Dean <b>Lindsey McPherson</b> Date: 2025.08.28 09:54:02 -05'00' Digitally signed by Lindsey McPherson
Approved by Division Chair _____ Date: _____	Approved by Vice President <b>Leigh Ann Collins</b> Date: 2025.08.28 12:35:41 -05'00' Digitally signed by Leigh Ann Collins
Approved by Cabinet Level Supervisor _____ Date: _____	Reviewed by Human Resources <i>Michael C. ...</i> 9-4-25 Date: _____
Budget Approval <i>SBK</i> Date: _____	Approved by President <i>Manda Allen</i> 09/01/25 Date: _____