

**Program Review & Planning
Request for Contract Classified Position
2018-19**

Please upload and submit this completed form through the SurveyMonkey program review module.

Department	Division of Athletics, Kinesiology, and Health Education		
Position Title	Administrative Assistant III		
Salary Range	CL-32	Annual Salary at Step B*	\$47,340
Hours/week and # of months	40 hours per week, 12 months		

*For job Range and Salary information, see: <http://www.gcccd.edu/human-resources/salary-schedules.html>

1) Provide the following information for the **new position or the increase in FTE for an existing position** that is being requested, or for the request to fill a vacant, frozen or defunded position:

Position classification and number: CSEA, CL-32

Proposed FTE: 1.0

Contract type:

- 10-month
- 11-month
- X 12-month
- Seasonal (specify):

What type of position is being requested?

- X New general fund position
- Replacement for a funded position
- Replacement for an unfunded position
- Position currently funded by grant funds
- Increase in the FTE for the position

Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).

What are the actual duties and responsibilities that are specific to this requested position? (100 words or less)

This position will provide critical administrative support to the Dean of Athletics, Kinesiology and Health Education. The duties will include preparing hire letters, managing the dean's calendar, collecting syllabi, scheduling evaluations, assisting students, and related duties.

2) Is the position being requested in order to comply with state or federal mandates/requirements? **(Rubric Criterion 1)**

Yes

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Cite the specific mandate/requirement (100 words or less):

X No

3. How are the duties of the requested position currently being performed, if at all?

With the addition of the new Dean of Athletics, Kinesiology, and Health Education on January 2, 2019 the administrative assistant duties have been covered by Kimberly Gioscia, the administrative assistant for Dean Kersey.

How does the lack of this position impact the program or service area?

The lack of this position makes it very difficult for the dean to fulfill his job responsibilities. Instructional deans rely on their administrative assistants for critical support.

What impact, if any, have frozen or vacant positions within the department had on services or staff workload?

The lack of an administrative assistant for the new division has created extra work for the assistant in Math, Science and Engineering who is covering for both divisions. That has placed an unsustainable burden on the support staff.

(200 words or less) **(Rubric Criteria 1)**

4. How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? **Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/ intern/ volunteer/work-study, and services provided.**

(200 words or less) **(Rubric Criteria 2)**

The new division of Athletics, Kinesiology and Health Education is the result of a significant organizational modification. For many years the Athletics program was part of Student Services, and the Athletics Director was an associate dean. At the same time, all of the classes in Exercise Science and Health Education were housed in the Instructional division of Math, Science and Engineering. However, there was a great deal of overlap - for example, the head coaches are instructional faculty and the intercollegiate sports teams are also credit classes – and that overlap made it difficult to provide oversight, supervision and administrative leadership for both the athletic and academic programs. The new organizational structure places both the athletics program and the instructional Kinesiology and Health Education programs under a single instructional dean. I was only due to an oversight that the organizational modification did not include this administrative assistant position. All of the other instructional deans have administrative assistants to provide support to their divisions.

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5. How would this position's main duties specifically support the institution's strategic priorities?

1. Acceleration
2. Guided Student Pathways
3. Student Validation and Engagement
4. Organizational Health

This position will support the intercollegiate athletics program, which is a model of the focused, high-support cohort programs that characterize Guided Pathways. In addition, the athletics program recruits and supports students from underrepresented groups, thus contributing to Engagement and Validation. Finally, the new division and the support provided by this position will promote more efficient and streamlined administration of the athletics program and its related academic programs, which will support Organizational Health.

(200 words or less) **(Rubric Criteria 3)**

6. How will the position impact the ability of the program or service area to innovate and meet changing needs?

(150 words or less) **(Rubric Criteria 3)**

As stated above, this position will provide essential support services to the dean.