

#2

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, December 15, 2021 1:20:45 PM
Last Modified: Wednesday, December 15, 2021 1:56:16 PM
Time Spent: 00:35:30
IP Address: 160.227.129.219

Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	Career Center
Position Title	STUDENT SERVICES SPECIALIST-CAREER CENTER
Salary Range	28
Annual Salary at Step B*	43,320
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	12 month

Q2

Current goal this position will directly advance/support

To increase the number of students who seek career advising and career counseling by expanding services and access to a comprehensive career center.

Q3

How will this position directly advance/support the goal listed above?

This position will help expand services by providing support to workshop planning, marketing efforts and other activities that are currently being used by the Career Counselor's coordination time. It was will increase capacity to serve students through workshops and increased counseling time.

Q4**Additional general fund position**

What type of position is being requested?

Q5

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

C.28 - STUDENT SERVICES SPECIALIST.pdf (101.3KB)

Q6

What are the actual duties and responsibilities that are specific to this requested position that you would like to highlight to help the Classified Hiring Priorities Committee understand the need for this position?(200 words or less)

Organize and coordinate office activities in assigned area to assure timely and efficient office operations.

Assist in the preparation of budget as assigned; monitor expenditures; prepare requisitions as required.

Participate in planning and developing departmental operations and procedures; coordinate and participate in special events as required.

Compile and prepare statistical and other reports and records as assigned.

Q7

Please address the following: How are the duties of the requested position currently being performed, if at all? How does the lack of this position impact the program or service area? What impact, if any, have frozen or vacant positions within the department had on services or staff workload? (200 words or less) (Rubric Criteria 1)

Currently many of these duties are being performed by Career Counselor through assigned coordination time. Leaves less time for one on one counseling appointments.

In addition, as campus transitions to face to face there will be more of a need for a full time student services specialist to assist with student traffic and 15 minute drop in questions.

Currently less than %5 (633/ 13,062 based on 2020-2021 numbers) of the whole student population is receiving career center services and over the next year the goal is to increase that number substantially.

Q8

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 Criterion 2)

Over the past five years there has been an increased emphasis on career services and for students to participate in career development interventions before creating a comprehensive education plan. Increasing workshops available to students in addition to more counseling appointment times being available will allow students to receive services needed.

Q9

Guided Student Pathways

Which of the College's strategic priorities will this position most directly support? Note: Selecting more than one strategic goal will not impact the Classified Hiring Priorities Committee rating of the position.

Q10

Please explain how the requested position will support the college strategic priority(ies) identified above. (200 words or less) (Rubric Criterion 3)

This position will directly help in increasing marketing efforts and events hosted by the Career Center. Workshops, events, and strategic marketing materials will contribute to students having a clear career and academic path to enter and stay on.

Q11

How will the position impact the ability of the program or service area to innovate and meet changing needs? (200 words or less) (Rubric Criterion 3)

A large component of this position will be to assist in marketing efforts so the career center can have a brand and message that is clear to students and helps students have ownership in their own career development. This will allow students to move through the career development process, providing motivation and increased retention in their academic goal.

Q12

Please confirm that you have discussed this faculty position request with the dean or manager and that you understand that deans and managers will be providing feedback to help inform the prioritization process.

Yes, I have discussed this position request with the Dean or Manager
