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COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	Kumeyaay Studies
Position Title	Student Services Specialist
Salary Range	Range 28
Annual Salary at Step B*	\$3,610 x 12 = \$43,320
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	12-month, full-time (40 hours per week)

Q2

Current goal this position will directly advance/support

Goal 2: Increase wrap-around support services for Kumeyaay Studies students

Q3

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

This position directly impacts the program's ability to increase and sustain wrap-around support services for Kumeyaay Studies students. Currently, a similar position is only being funded on a temporary basis at Kumeyaay Community College. However, this position needs to be institutionalized at Cuyamaca to ensure ample access to college systems, services, technology, and human resources. This position is critical to providing in-reach and outreach through the program and create a welcoming, inclusive environment for Indigenous students.

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)

This position, temporarily funded by Kumeyaay Community College, helps connect students with campus resources, provides technical support, helps obtain funds for student scholarships, manages program social media accounts, refers students to appropriate services and resources. The position helps students access transcripts, learn about campus events and promotes student engagement. The new college position would increase and streamline the scope of this position by connecting it with the college organizational structure and systems/technology resources as well as access to data and information needed to effectively support Indigenous students.

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)

The duties of this position are currently being performed by an individual who is funded temporarily by Kumeyaay Community College and thus is not a college-funded or supported position. These outside funds will end in January 2023, and in order to build sustainable, integrated support for Indigenous students, this position needs to be taken up by the College. If this position is not funded by the College, it will likely not be funded by outside sources and the services provided by this position would no longer exist. Instead, Indigenous students would need to visit a variety of offices and staff members in order to receive the assistance they need to apply, enroll, and graduate. This population is currently vastly underserved by existing college support services and programs.

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)

The program is expected to expand over the next five years as it seeks to create a bachelor's degree program in Kumeyaay Studies. The program was increasing enrollment in 2017 but faced declines over the past two years due to the pandemic. The Kumeyaay Studies program and Indigenous student population specifically is of critical importance to the college vision and mission. Currently there are programs for other historically marginalized and racially minoritized students on campus, but this remains the only program specifically for Indigenous students, offering both academic programs and student support. Cuyamaca College sits on Kumeyaay land and the college has long had connections with the Kumeyaay community. Hiring this position would solidify the college's commitment to increasing awareness of the Kumeyaay culture and people and sustaining the Kumeyaay language by supporting local Indigenous students in their studies, especially those in the Kumeyaay Studies program.

Q9

Student Validation and Engagement

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 goal aligns strongly with the new college vision and mission but also refers to the strategic goal of student validation and engagement in that it would provide a point-person for students in the program to turn to for referrals to campus programs and services, for social support, technical assistance, community outreach, and assistance in navigating college structures and processes for Indigenous students. Indigenous students are often among the most underserved populations in higher education institutions, but Cuyamaca College has reaffirmed its commitment to supporting and empowering Indigenous students through the Kumeyaay Studies program and partnership with Kumeyaay Community College. This position would provide for a sustained commitment to our Indigenous students and increased awareness of Kumeyaay people and culture within the San Diego region and beyond.

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)

This position would allow the program to optimize its offerings and support for students both on campus and virtually and would also help expand access to courses on local reservations and for distance education students even from outside the region. This position would provide much-needed support for students who enroll in on-campus classes as well as those who enroll in online classes near San Diego, across the state. This is essential to increase enrollment program courses and among Indigenous students at the College.

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