

#9

COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	AKHE
Position Title	Athletic Eligibility Advisor (FTE 1.0)
Salary Range*	\$54,456~\$68,100
Annual Salary at Step B*	\$57,588
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	40 hrs/wk 11-month

Q2

Current program goal (as listed in comprehensive program review/annual update) this position will directly advance/support:

This request seeks approval to increase the Athletic Eligibility Specialist position from 50% FTE (part-time) to 100% FTE (full-time). This change is necessary to support the rapid expansion of Cuyamaca College’s Athletics program, the substantial increase in student-athlete enrollment, and the growing administrative, compliance, and reporting workload associated with intercollegiate athletics.

Q3

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

The current 50% FTE Athletic Eligibility Specialist position cannot sustain the workload generated by the rapid growth of Cuyamaca College Athletics. With student-athletes increasing from 123 in 2023 to 238 at the conclusion of the 2024-25 cycle, the addition of new women’s sports, and continued expansion expected, the college must increase the role to 100% FTE to ensure:

- Compliance with CCCAA regulations
- Protection of institutional integrity
- High-quality support for student-athletes
- Operational efficiency
- Preparedness for future sport additions

I respectfully request the approval of increasing the Athletic Eligibility Specialist to a full-time (100% FTE) position effective FY 2025–2026.

This staffing adjustment is essential to supporting the continued growth, competitiveness, and compliance of Cuyamaca College Athletics.

Q4

What type of position is being requested?

Increase in the FTE for the position, specify the position classification and number::
Position number Z-00006499 CSEA/C-33

Q5

Please attach the description for the position classification (job descriptions are posted on this GCCCD Human Resources webpage).

C.33%20-%20ATHLETIC%20ELIGIBILITY%20ADVISOR.pdf (118.3KB)

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?How does the lack of this position impact the program's or service area's ability to serve students?(300 words or less)

Utilize the student educational plans (SEP) developed for the student by the Counseling Department; monitor and advise student athletes on fulfillment of academic requirements specific to student athlete with the objective being successful of an Associate Degree and transfer to a NCAA, Division I, II or NAIA institutions. Provide information and assist the student athletes in compliance with the California Community Commission on Athletics (CCCCAA), the National Collegiate Athletic Association (NCAA) Division I and II and other four-year institution rules and regulations. Investigate, determine and certify the eligibility status of prospective, new, transfer, and red shirt student athletes as assigned; research and respond to inquiries; examine transcripts and tracer reports in support of functions required to adhere to rules and regulations of CCCCCA and NCAA.

Monitor academic progress of student athletes and prescribe appropriate intervention or referral when necessary. Read, interpret, apply and explain rules, regulations, policies and procedures related to intercollegiate athletics. Recommend appropriate intervention or referral when necessary to achieve student success. Organize and coordinate office activities; work independently to meet schedules and timelines

Work with individual coaches in providing academic eligibility updates by monitoring student enrollment, providing academic progress reports on athletes and answering CCAA and NCAA eligibility and academic transfer questions. Assist four-year institution recruiters interested in providing scholarship opportunities to Cuyamaca College student-athletes.

Q7

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

Cuyamaca College Athletics has experienced unprecedented growth:

- 2023 student-athlete total: 123
- 2024 student-athlete total: 134
- 2025 student-athlete total: 238

This represents a 93% increase over three intercollegiate seasonal years. This increase has resulted in nearly doubling the compliance and eligibility management workload. Projections indicate continued growth due to increased recruitment, program improvements, and new sport offerings.

The current workload far exceeds the capacity of a half-time position, creating significant risk for errors, delays, or compliance violations.

Eligibility compliance is a high-stakes, non-negotiable requirement in intercollegiate athletics. CCCAA regulations prohibit:

- Using ineligible athletes
- Missing or incomplete documents
- Late submission of eligibility forms
- Inaccurate academic unit or GPA tracking

Consequences can include:

- Team forfeitures
- Loss of playoff eligibility
- Institutional sanctions
- Reputational damage
- Student-athlete eligibility appeals and grievances
- Increased workload on other departments and administrators

With a nearly doubled athlete population, these risks escalate dramatically without adequate staffing.

A 50% FTE specialist cannot sustain the workload without jeopardizing compliance.

Q8

* OPTIONAL: If duties are being performed by a grant-funded position, when will the grant end?

N/A

Q9

Program or Service Area Potential for GrowthPlease describe how the program/department has changed over the past 3 to 5 years and how this position will help the department serve more students directly or indirectly?- How has the demand for program/department services increased/changed over the past 3 to 5 years?- How have workloads in the program/department increased/changed over the past 3 to 5 years?- How many more students will the position serve, and who will it serve?Please use both quantitative and qualitative data including, but not limited to: details of a newprogram, service, or initiative; number of students served; number of appointments; number ofvisits; number of workshops; total overtime/comp time accrued, number ofhourly/intern/volunteer/work study in program/service area and services provided. (200 words or less) (Rubric Criterion 2)

Growth in Student-Athlete Population -
Cuyamaca College Athletics has experienced unprecedented growth:

- 2023 student-athlete total: 123
- 2024 student-athlete total:134
- 2025 student-athlete total: 238

This represents a 93% increase over three intercollegiate seasonal years This increase has resulted in nearly doubling the compliance and eligibility management workload. Projections indicate continued growth due to increased recruitment, program improvements, and new sport offerings.

Additional Factors Driving Growth

- Launch of two new women’s intercollegiate sports (basketball and soccer in 2024-25)
- Increased retention of student-athletes
- Stronger local recruiting pipelines
- Rising interest from transfer prospects and nontraditional athletes
- Ongoing discussions about adding additional sports in the near future

Given these trends, the athletics program is evolving from a small-scale operation to a mid-sized program requiring professionalized administrative support.

Q10

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.

- Increase Equitable Access,
- Eliminate Equity Gaps in Course Success,
- Increase Persistence and Eliminate Equity Gaps,
- Increase Completion and Eliminate Equity Gaps

Q11

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

Enhanced Compliance and Risk Reduction -

- Accurate, timely documentation protects the college from CCCAA violations.
- Full-time oversight ensures every team and athlete meets academic and participation standards.

Quality Support for Student-Athletes -

- Faster onboarding and eligibility clearance
- More responsive academic monitoring
- Better support for at-risk students
- Stronger collaboration with Counseling and Admissions

Operational Efficiency -

- Eliminates last-minute crises caused by part-time availability
- Supports consistent communication across departments
- Improves season preparation and reporting timelines

Title IX Alignment -

- More women's sports → more administrative attention required
- Full-time staffing helps support equitable services across men's and women's teams

Q12

How will this position improve the student experience at Cuyamaca College? How will the program or service area measure the impact of this position on the student experience?(200 words or less) (Rubric Criterion 4)

Cuyamaca Athletics continues to be one of the premier entities in southern California for sports excellence. The creation of a High Performance team of coaching and support staff have embraced the Athletic Department Vision Statement of: Athlete Centered, Coach Driven, Science and Administratively Supported.

We continue to grow, win, transfer and graduate student-athletes at rates inviable to other similar institutions. Having a staff position such as Athletic Eligibility Advisor at FTE 1.0 will continue the commitment of demonstrating that Cuyamaca Athletics continues to provide a top-notch support staff for a growing student-athlete population.

Q13

Please confirm that you have discussed this classified position request with your dean/manager and that you understand that deans/managers will be providing feedback about the division's priorities and needs to help inform and may impact the prioritization process.

Yes, I have discussed this position request and its priority relative to other requests within the division/department with my dean/manager

Q14

Date / Time

01/08/2026

Date of meeting (with dean/manager):

Q15

In an effort for continued improvement of the Classified Position Request Process, the CHPC would like your feedback regarding the CHPC guidance and process for submitting new classified positions requests.

Request format continue to improve. No additional improvements noted at this time.
