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**COMPLETE**

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Page 1: Classified Position Request Form

**Q1**

Please enter the following:

Department	<b>Admissions and Records</b>
Position Title	<b>Admissions and Records Specialist, Dual Enrollment</b>
Salary Range*	<b>Proposed Range: 32</b>
Annual Salary at Step B*	<b>Proposed Salary: \$55,908</b>
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	<b>40/week and 12-month</b>

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**Q2**

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

Increase in dual enrollment support.

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**Q3**

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

This position will directly advance the goal by providing dedicated operational support for Dual Enrollment, allowing the program to operate efficiently and responsively for both students and partner schools. By adding classified support, the Dual Enrollment Coordinator can focus on higher-level responsibilities, such as program coordination, compliance, and partnership development, rather than being diverted to administrative tasks.

Specifically, this position will:

- Reduce administrative bottlenecks that slow enrollment processing, ensuring students are registered and ready on time.
- Improve responsiveness to high school partners and students, supporting smooth collaboration and consistent service delivery.
- Enhance operational capacity to implement technology and process improvements across Admissions & Records and Dual Enrollment functions.
- Address the increased workload and technical challenges highlighted by Fall 2025 permission changes, preventing delays and errors in student registration and record processing.

By aligning staffing resources with the growing dual enrollment population and program demands, this position ensures that the goals of timely enrollment, strong partnerships, and program compliance are fully supported.

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**Q4** **Additional general fund position**

What type of position is being requested?

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**Q5**

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

**Proposed%20Job%20Description.pdf (107KB)**

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**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)

This position provides dedicated operational support for the Dual Enrollment program, focusing on administrative, technical, and programmatic functions that ensure timely and accurate service to high school students and campus partners. Key duties include coordinating and processing dual enrollment applications, registration, and enrollment; providing technical guidance on dual enrollment policies, course eligibility, residency; reviewing and processing student petitions related to dual enrollment; supporting front counter and back-office functions; training staff; monitoring workflow; and recommending process and technology improvements. The position also supports outreach to high schools, assisting with orientations, enrollment events, and troubleshooting registration issues.

**Impact of Not Having This Position**

Without dedicated support, dual enrollment operations experience delays and inefficiencies that directly affect students and partners. Administrative bottlenecks slow enrollment processing, limiting student access to courses and increasing the risk of errors in petitions, eligibility determinations, and academic records. The Dual Enrollment Coordinator must divide attention between program coordination, compliance, partnership development, and administrative tasks, reducing capacity for supervisory responsibilities, strategic initiatives and high-level student support. High schools receive slower responses, and students face delays in registration or course placement, negatively affecting program reputation and student success. Lack of staff also hinders the implementation of process improvements critical to scaling the program and maintaining compliance with district and state requirements.

This position ensures timely, accurate, and efficient dual enrollment services while enabling program leadership to focus on compliance, partnerships, and student success, aligning staffing with increasing enrollment and operational demands

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**Q7**

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

All duties of the requested position are currently being performed by the Dual Enrollment Coordinator, with additional support from dedicated student workers who serve as Dual Enrollment Ambassadors on campus and at partner high schools. The coordinator manages all administrative, technical, and programmatic functions, including processing applications and enrollment, reviewing student petitions, providing guidance on policies and eligibility, supporting outreach, and implementing process improvements. Student Ambassadors assist with front line tasks, outreach events, and high school support, but they do not have the training, authority, or capacity to perform the full range of responsibilities required to maintain timely and compliant dual enrollment operations.

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**Q8** Respondent skipped this question

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

**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)

Over the past five years, the Dual Enrollment and Special Admit program has experienced sustained and significant growth. Student headcount increased from 1,570 students in 2020–21 to 3,165 students in 2024–25, representing more than a 100% increase in participation. This growth reflects expanded high school partnerships, increased course offerings, and greater demand for early college access.

As enrollment has grown, workloads within Admissions & Records and Dual Enrollment have increased substantially. Processing applications, registrations, petitions, residency determinations, permissions, and enrollment corrections for thousands of high school students requires intensive manual and technical work, often with firm deadlines tied to partner school calendars. These responsibilities are currently absorbed by the Dual Enrollment Coordinator, with limited assistance from student workers who provide outreach and front-line support.

This position will directly support 3,000+ dual enrollment and special admit students annually, as well as counselors, faculty, and staff at partner high schools. By increasing operational capacity, this role will reduce processing delays, improve service responsiveness, and allow the program to scale responsibly as demand continues to grow, ensuring timely access and accurate enrollment for students.

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**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,**

**Increase Persistence and Eliminate Equity Gaps,**

**Increase Completion and Eliminate Equity Gaps**

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**Q11**

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

This position most directly supports the College's strategic priorities of Increasing Equitable Access, Increasing Persistence, and Increasing Completion while Eliminating Equity Gaps. Dual Enrollment serves a high volume of high school students, many of whom are first-generation, low-income, or from historically underserved populations. Efficient and accurate enrollment processing is essential to ensuring these students gain timely access to college coursework.

The position provides dedicated operational support that reduces administrative barriers, delays, and errors related to registration, eligibility, residency, and academic records. By improving processing efficiency and responsiveness, the position ensures students can successfully enroll, remain enrolled, and progress toward course and program completion.

This role also allows the Dual Enrollment Coordinator to focus on program oversight, compliance, and partnership development that strengthen early college pathways and support persistence from high school through college. Consistent, equity-minded service delivery helps prevent small administrative issues from becoming obstacles to student success, directly supporting college-wide efforts to eliminate equity gaps and improve outcomes for all students.

**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)

This position will significantly improve the student experience at Cuyamaca College by ensuring timely, accurate, and consistent support for Dual Enrollment students and our high school partners. Dedicated operational support will reduce registration delays, resolve eligibility and enrollment issues more quickly, and improve communication with students who are navigating college systems for the first time. By minimizing administrative barriers, students will experience a smoother transition into college coursework, allowing them to focus on academic success rather than procedural challenges.

The program will measure the impact of this position through both quantitative and qualitative data. Metrics will include reduced processing times for dual enrollment applications and registrations, fewer enrollment errors and late corrections, and increased on-time enrollment completion. Additional measures will include student and partner feedback, reduced escalation of issues to Campus/district leadership, and improved responsiveness to high school partners. Collectively, these measures will demonstrate improved efficiency, service quality, and overall student satisfaction within the Dual Enrollment program.

**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 of meeting (with dean/manager):

Date / Time

**10/16/2025**

**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.

These requests require a substantial amount of additional work beyond existing program review requirements. Embedding resource requests within the program review process would reduce redundancy, as much of the requested information is already documented in program review narratives.

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