

#4

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, December 22, 2025 3:16:16 PM
Last Modified: Monday, December 22, 2025 3:38:53 PM
Time Spent: 00:22:36
IP Address: 160.227.129.160

Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	Financial Aid
Position Title	Financial Aid Programs Specialist
Salary Range*	40
Annual Salary at Step B*	70824
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	12-month, 40 hours per week

Q2

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

Develop a Financial Aid Outreach and recruitment plan that targets high school juniors and seniors in our service area who are required to complete a financial aid application based on California legislation and are making decisions on their college selection for upcoming years. Build partnerships with high schools within our service area who already connect with Cuyamaca College through the Outreach Program, but providing continuous support in the specialized area of Financial Aid. Currently, partnerships with service area high schools are limited as Cuyamaca College does not have a point of contact in the Financial Aid Office that is able to build partnerships and provide support to high school seniors in our area. Our data shows that only 35% of students completed a financial aid application during the 2024/2025 aid year. Working with high school students, educating them on the benefits and possibilities of financial aid before they reach Cuyamaca, as well as working with students already attending Cuyamaca College can and will increase the number of students who complete applications and subsequently receive financial aid.

Q3

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

This position will develop marketing and outreach plan for financial aid events, presentations, application assistance workshops, and financial aid literacy for our local community high school partners and for students already at Cuyamaca College. The Financial Aid Office will have a resource toolkit and data on all described outreach and in-reach. This position will also work to close equity gaps in all of our special programs, ensuring that students have hands-on support for completing all financial aid requirements. Based on our historical, and most recent 2024/2025 Financial Aid Application completion rates and Pell Grant recipients, student completion and access has decreased. These hands-on efforts will allow the opportunity to close these gaps.

Q4**Additional general fund position**

What type of position is being requested?

Q5

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

C.40%20-%20FINANCIAL%20AID%20PROGRAMS%20SPECIALIST.pdf (107.8KB)

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)

Incumbents in the Financial Aid Special Programs Coordinator classification are responsible for the coordination and delivery of outreach services related to financial aid and scholarships, as well as coordination of campus wide financial literacy education. Works with foster youth and other populations identified as being disproportionately impacted by the Student Equity Plan, as well as high school partners and other support services departments and programs.

Plan, organize and implement a variety of programs and activities to recruit, assist and retain students. Coordinate with other campus outreach, student success and student equity programs.

Coordinate financial aid outreach activities on-campus and off-campus at community organizations and high schools. Conduct workshops, presentations and provide information and assistance to students, parents, faculty, staff and community organizations regarding foster youth services, financial literacy education and other financial aid and college programs.

Coordinate financial literacy education efforts campus-wide, including collaboration with faculty in the development of financial literacy curriculum to be incorporated into course instruction. Educate students and parents regarding financial literacy including, but not limited to, debt management, budget control, expenditures and other financial issues; promote sound spending and saving strategies and recommend alternative resources as appropriate.

Q7

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

The duties requested in this position are minimally being done by the Financial Aid Director who solely works with high school counselors to coordinate times for the financial aid team to visit campus and provide assistance with financial aid applications. We have not been able to build an outreach/in-reach toolkit to close equity and financial aid application/file completion gaps. We do not have any programs for financial aid literacy on campus.

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)

Our part-time Financial Aid Advisor, Pam Fleming retired in December 2024. She did much work with our former foster youth (NextUp students), and with her absence, we have struggled to provide support that these students need. Additionally, the Financial Aid Office has never had the staffing/capacity to provide our special programs, especially those of our historically marginalized groups, the hands-on support they deserve to ensure they understand financial aid, their options, or even in completing financial aid applications. As of 2024/2025 the financial aid application completion rate was at 35% for the year. As of the Fall 2025 semester, our student FA Application completion rate still remains under 50%. We need the support of this position to increase our student FA Application completion rate, reduce student balances, and increase retention and persistence rates.

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,
- Increase Hiring and Retention of Diverse Employees

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 will support the college strategic goals by proactively supporting high school students and their parents with the completion of financial aid applications and provide education on financial literacy and the benefits of attending Cuyamaca College at the beginning of their higher education journey. The position will also provide in-reach support to current Cuyamaca college students by doing classroom presentations, financial aid literacy workshops, campus events, and organize specialized support to various student groups on campus including but not limited to UMOJA, PUENTE, Together We Rise, Veterans Center, Student Athletes, Queer Student Center, etc. Increased access to student financial aid will eliminate equity gaps, increasing persistence and completion as students will have access to financial funding to support their academic success.

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 dramatically improve the student experience at Cuyamaca College by ensuring aid they are eligible for is received. Many times, students are not aware of the aid/resources available to them and at times can be too unsure or intimidated to ask. Approval of this position would mean that our office would have the capacity to go to the students rather than waiting for them to self-identify/come to us. We will measure the impact of this position on the student experience through data review of financial aid application completion rates, financial aid recipient rates and dollar year over year, as well as student input and surveys regarding the programming that is put together for them.

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

12/01/2025

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.

Respondent skipped this question