

#7

COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	Student Engagement & Belonging
Position Title	Student Success Liaison
Salary Range*	\$5,244 per month
Annual Salary at Step B*	\$62,928
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	12-month

Q2

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

Students will be able to effectively identify and access resources to support their physical and emotional well-being.

Q3

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

This position is critical to supporting a sustainable student engagement center structure and operations. The centers provide students with resources to support their wellbeing and create a sense of community and belonging.

With only one full-time, permanent position (FYE Coordinator) who is responsible for maintaining the three-affinity group-focused student engagement centers and develop an FYE program, there is not ample staffing to ensure the coordination of events and programs offered through the centers. The Student Success Liaison will help implement equity-minded programming in the centers to validate students' social and cultural experiences and build a stronger sense of support and belonging for students in the Black Student Success Center, Queer Student Center, and Together We Rise Latine/Latinx Student Center. This position will also interface with students directly to provide referrals to campus and community supports and implement success workshops and activities. Working closely with and reporting to the FYE Coordinator, this position will assist in outreach and marketing for the centers, scheduling activities and events in the centers, tracking student participation, and liaising with the Umoja program and Puente program counselors to ensure students have access to the resources they need to be successful.

**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.36%20-%20STUDENT%20SUCCESS%20LIAISON.pdf (117.6KB)**

**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 is critical to ensuring continuity of operations of the student engagement centers (Black Student Success Center, Queer Student Center, and Together We Rise Latine/Latinx Student Center). Since there is only one fulltime, permanent position allocated to these centers: the FYE Coordinator, there is a need for an additional staff member to keep the centers open and develop programming for the centers. The Student Success Liaison would serve these critical roles. In addition, this position would directly serve students by providing referrals to campus and community support services, conducting outreach for the centers and related programming, and following up with student questions/requests for assistance. The Student Success Liaison would coordinate workshops and activities in the centers and help plan equity-minded engagement and validation activities for students. Lastly, the Student Success Liaison would play a vital role in helping to connect students with the Puente program counselor/coordinator and/or the Umoja program counselor/coordinator.

**Q7**

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

The duties of the requested position are currently being performed by the FYE Coordinator with the support of student workers; however, the level of responsibility needed for this position exceed what can be expected for one full time staff member. In order for the three-affinity group-based centers to build sustainable programming and have open hours for students, this position is greatly needed.

**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 Growth Please 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 new program, service, or initiative; number of students served; number of appointments; number of visits; number of workshops; total overtime/comp time accrued, number of hourly/intern/volunteer/work study in program/service area and services provided. \*\* (200 words or less) (Rubric Criterion 2)

Since the opening of the Together We Rise Latine/Latinx Student Center in Fall 2022, there has been a steady demand for student support and validation and engagement activities. Hundreds of students visited the center each month in its first year, and the original Annex 2 location also made it very accessible to student athletes and students taking classes in the B Building. Thus, utilization increased further into 2023-24. Due to staff turnover and other unforeseen staffing changes, utilization for the center declined in summer and early fall 2024; however, with increased programming and campus and community partner presentations, visits to the center increased in late fall 2024 and in the spring of 2025. For the fall of 2025, there were approximately, 150 unduplicated students visiting the three centers. As we prepare to move the Black Student Success Center and the Together We Rise Center into the Student Center, we expect an increase demand in students utilizing the centers.

With the reorganization of the Student Engagement & Belonging Department, the centers were moved under this unit. In addition, there was an interim FYE Coordinator overseeing the centers from February 2025-October 2025. The permanent FYE Coordinator started in October 2025. We increased the number of students hired to work in the centers, but there is a need for additional staffing especially since the FYE Coordinator is also responsible for developing and overseeing the FYE program.

On an average day, 15-25 students utilize the Black Students Success Center/ Together We Rise Space with attendance increasing to 30-40 students during events. The Queer Center typically has 10-15 students utilizing the space with an increase during events. In addition to students utilizing the space, there are currently eight student workers, each working approximately 10-25 hours per week. We anticipate the need to increase this number as the First Year Experience program continues to expand and in-reach efforts grow across Cuyamaca College.

Workloads have increased with student workers since starting as FYE Coordinator due to additional needs of the program. First Year Experience works on in-reach with incoming and current students. Having to plan for activities and events for multiple dates throughout the school year has increased the need for additional help. Each center also hosts a wide variety of events throughout the semester and these programs are open to all students. Some examples from this semester are hosting community circle events, financial aid workshops, studying sessions, and engagement-based activities fostering student belonging. During academic breaks, student workers within the centers have been focusing efforts to strength programing by collaborating and addressing equity within their respective spaces.

**Q10****Increase Equitable Access**

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.

**Q11**

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

The Student Success Liaison position will support increasing equitable access by creating welcoming, validating, and engaging spaces and programming for students from the College's most disproportionately impacted groups. The affinity group-based centers are heavily focused on engagement and retention activities, including in-reach and connecting students with campus and community supports to ensure their continued enrollment and 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 is intended to improve the student experience by creating welcoming, validating, and engaging spaces and activities for students from the College's most disproportionately impacted groups. The position will also connect students to campus resources, including the Puente program and Umoja program, as well as community resources to support student retention. The position will directly serve students by providing assistance when students arrive at the centers, answering questions, scheduling meaningful and culturally-relevant activities, and liaising with other programs on campus to provide wrap-around support for students. The impact of the position will be measured by student visits to the affinity group-focused student engagement centers, student participation in center workshops, events, and activities, referrals to campus services, and surveys of students who connect with the centers.

**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

**12/16/2025**

Date of meeting (with dean/manager):

**Q15**

**Respondent skipped this question**

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.