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COMPLETE

Collector: Web Link 1 (Web Link)  
Started: Monday, January 12, 2026 11:43:30 AM  
Last Modified: Monday, January 12, 2026 12:36:55 PM  
Time Spent: 00:53:24

Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	AKHE
Position Title	Athletic Event Manager
Salary Range*	TBD (fee to cover individual already in rental agreement. \$20/hr.)
Annual Salary at Step B*	Vary based on number of rental events.
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	12-month. Number of hours varies depending on event type and number of days.

Q2

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

This position does not currently exist. However, fees are collected per rental agreement at \$20 per hour. Typically, administration must cover these events. By creating a pool of qualified individuals that can represent the college in this capacity, will relieve upper administration from these burdensome assignments while giving potentially others such as assistant coaches or athletic staff members additional revenue beyond their team stipend.

Q3

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

The requested position will allow coaches to refocus on recruiting efforts opposed to being present in assisting rental entities with facilities or administration. Assistant coaches would primarily comprise the pool on individuals for this task. They have prior vetting by the district and are employees. However, our current coaching (head and assistant) stipend are inadequately low in comparison to the state coaching stipend averages. Allowing assistant coaches that only receive a stipend to supplement their income from acting as admin on duty in this regard would be a act of good faith until contractual adjustment to the stipend amounts is reached.

Q4

Additional general fund position

What type of position is being requested?

**Q5****Respondent skipped this question**

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

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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)

The position does not exist. This request ask for a pool of individuals to be created to facilitate a campus wide need but specifically within athletics (classified as rental "super users"). The Campus Event Mgr. shall be responsible to open and close facilities, be available to trouble shoot technological issues, provide needed equipment as requested by renter and serve as college administrator for the event's duration.

Campus Event Mgrs. shall monitor the event's needs, problem solve to insure the event is successful from a host perspective.

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**Q7**

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

Currently, all rentals must be scheduled to have a upper management/administrative individual to be assigned. Typically, Cuyamaca College may have multiple events occurring and only one individual available to serve rental clients. Having Event Mgrs. assigned to each event, insures timely response for clients and insures that problems or needs are addressed or mitigated quickly.

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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?

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**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)

Serving the public and offering our campus facilities for rent continues our fiscal financial commitment to the district and college. By creating this pool of individuals, Cuyamaca College and confidently publicize, rent and generate revenue that supplements various campus departments.

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**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.

**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)

Creating a Campus Event Manager Pool shall aid in creating equitable access for outside campus groups and community members. This will give additional financial benefits to the college and aid in elevating the campus exposure. Such exposure will increase outreach efforts and ultimately result in increase enrollments.

The potential for hiring diverse individuals will paramount to the pool of individuals. Individuals with varied technical, knowledge base or expertise backgrounds will aid in meeting the renter's expectation and help to ensure a positive experience partnering with Cuyamaca College.

**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)

The benefit to creating the Campus Event Management Pool will the additional revenue generated and shared with teams by renting specific sport facilities.

**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

**01/12/2026**

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.

There is not a form for positions that would be stipend based or attached to a rental contract.