

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

## STRATEGIC HIRE REQUEST

9/5/2025

Date

| Site   | Position   | Justification   |
|--|--|---|
| <input type="checkbox"/> GC<br><input checked="" type="checkbox"/> CC<br><input type="checkbox"/> DS | Please include:<br><br><b>Position Title:</b><br>Financial Aid Assistant<br><br><b>Position #:</b><br>CL-00425<br><br><b>FTE:</b><br>1.0<br><br><b>Level:</b><br>25<br><br><b>Department:</b><br>Financial Aid | <p><b>1. Key responsibilities of position:</b></p> <p style="margin-left: 20px;">○ Please see attached job description.</p> <p>Provide technical assistance and information to students regarding financial aid programs and services; instruct students in correct procedures for completion of forms and applications; explain applications, requirements and restrictions; review completed forms for accuracy and completeness.</p> <p>Evaluate and compare financial aid application with verification documents submitted by the student; determine if documentation is accurate and substantial for file processing; perform initial review of files and clear income, dependency and citizenship discrepancies prior to advisor review. Request supporting documentation required to determine financial need.</p> <p><b>2. Current status of position:</b></p> <p style="margin-left: 20px;">Permanent Financial Aid Assistant will vacate the position effective 08/22/2025</p> <p style="margin-left: 20px;">○ <input checked="" type="checkbox"/> Filling a replacement position included in the budget</p> <p style="margin-left: 20px;">○ <input type="checkbox"/> Filling a restructured position included in the budget</p> <p style="margin-left: 40px;">■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/></p> <p style="margin-left: 40px;">■ Org Mod approval date _____</p> <p style="margin-left: 20px;">○ <input type="checkbox"/> Filling a new position</p> <p style="margin-left: 40px;">■ Has an Org Mod been approved? Yes <input type="checkbox"/> /No <input type="checkbox"/></p> <p style="margin-left: 40px;">■ Org Mod approval date _____</p> <p style="margin-left: 20px;">○ <input type="checkbox"/> Other (please specify)</p> <p><b>3. Strategic Staffing Rationale:</b></p> <p>Please address at least one of the following items:</p> <p style="margin-left: 20px;">a. <input checked="" type="checkbox"/> Critical threshold of instruction and support services<br/>The Financial Aid Assistant is the first line of contact for all students.</p> <p style="margin-left: 20px;">b. <input type="checkbox"/> Legal mandate</p> <p style="margin-left: 20px;">c. <input type="checkbox"/> Accreditation requirements</p> <p style="margin-left: 20px;">d. <input type="checkbox"/> Health and safety priorities</p> <p style="margin-left: 20px;">e. <input type="checkbox"/> Essential supervision</p> <p><b>4. Budget Impact – Please specify the following:</b></p> <p style="margin-left: 20px;">○ Is position included in the current budget? Yes <input checked="" type="checkbox"/> /No <input type="checkbox"/></p> <p style="margin-left: 20px;">○ Funding Source? Unrestricted <input type="checkbox"/> /Restricted <input checked="" type="checkbox"/></p> <p style="margin-left: 20px;">○ Smartkey and Salary Object: 1431091-2110</p> <p style="margin-left: 20px;">○ Annual Salary at Step B: \$45,456 plus benefits</p> |
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