

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

Date _____

Site	Position	Justification
GC CC DS	Please include: Position Title: Position #: FTE: Level: Department:	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ 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. ○ 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>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes /No ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes /No ■ Org Mod approval date _____ ○ Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> a. Critical threshold of instruction and support services b. Legal mandate c. Accreditation requirements d. Health and safety priorities e. Essential supervision
		<p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes /No ○ Funding Source? Unrestricted /Restricted ○ Smartkey and Salary Object: ○ Annual Salary at Step B: \$ _____ plus benefits