

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
**2/20/2025**

Site	Position	Justification
<input type="checkbox"/> GC <input checked="" type="checkbox"/> CC <input type="checkbox"/> DS	Please include:  <b>Position Title:</b> FYE (In-reach) Coordinator  <b>Position #: Z-00011363</b>  <b>FTE: 1.0</b>  <b>Level: S-I</b>  <b>Department:</b> Student Affairs	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ Plans, organizes and coordinates First Year Experience program and activities to provide opportunities for student engagement and involvement to promote student success</li> <li>○ Assist in the coordination of matriculation activities for first-time students</li> <li>○ Assist in coordinating new and existing first year services programs in collaboration with academic departments and support service programs.</li> <li>○ Supervise assigned employees including student peer mentors.</li> <li>○ Work with department chairs and faculty to design learning communities.</li> </ul> <p><b>2. Current status of position:</b></p> <ul style="list-style-type: none"> <li>○ <b>Filling a replacement position included in the budget</b> ○ Filling a restructured position included in the budget               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes / No</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Filling a new position               <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? Yes</li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Other (please specify)</li> </ul> <p><b>3. Strategic Staffing Rationale:</b>            Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ Legal mandates ○ Accreditation requirements ○ Health and safety priorities</li> <li>○ <b>Critical threshold of instruction or support services</b> – The FYE coordinator position plans engagement events with instructional faculty and student services team members to coordinate campus events designed to increase students' sense of community and belonging. The position also supports the College's Guided Pathways implementation by overseeing a team of peer mentors to keep students on the path to their educational goals. Additionally, the FYE coordinator collaborates with the Outreach department to host events such as Registration Labs, in which students can come to an event and receive support services from a variety of offices all in one place.</li> </ul>

		<ul style="list-style-type: none"><li>○ <b>Essential supervision</b> – This position provides supervision to student hourlies and other hourly personnel (peer mentors) and staff.</li></ul> <p><b>4. Budget Impact – Please specify the following:</b></p> <ul style="list-style-type: none"><li>○ Is position included in the current budget? <b>Yes</b> / No</li><li>○ Funding Source? <b>Unrestricted</b> / Restricted</li><li>○ Smartkey and Salary Object: 1433003</li><li>○ Annual Salary at Step B: \$75,142</li></ul>