Unit Plan: Classified Staffing Request(s) [Acct. Category 2000]

Unit:
Division or Area to Which You Report: Educational Talent Search
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Part-Time Office Assistant (current funded by grant)

The program requires a lot of data entry and paper filing. This is why the program needs an office assistant to provide the back up to the program to stay in compliance.

Part-Time Outreach Specialist (New position need to secure funding)

The program requires extensive one on one advising with students. The current staff needs assistance to provide a better detail service to the current students. This position will be able to have a case load that would allow better connection with the students to achieve their goals.

Criteria For Classified Staffing Priorities (not necessarily in Priority Order as developed by the Admin Staff)

1) Impact on enrollment and revenue;
2) Safety;
3) Mandates;
4) Workload distribution (impact on other’s work);
5) Relationship to institutional priorities.