



Non-Instructional Position Request Form
2015-2016

Range 47
2015-24

Range 71

This request process is to be used only for new classified and administrative positions (full or partial).

The entire college community is welcome to submit requests.

Title of Position Requested: Admissions & Records Coordinator
Division/ Unit: Enrollment Services/Student Services

Please attach a current or proposed District job description and indicate if this is a request for / to: (for assistance, contact College Admin. Asst. at x1632)

- New position: # 40 hours per week, # 12 months per year.
Increase an existing funded position: from: 9, 10, 11 month to: 10, 11, 12 month
New categorically funded position: (will be presented as information only & not ranked) # of hours per week, # of months per year.

Justification:

1. For background- please briefly summarize the position: what it does, where it works, to whom it reports, & list what other personnel are in this unit.

Under the direction of the Dean of Enrollment Services the position will assist in organizing, coordinating, and overseeing the day-to-day program activities and operation of the Admissions & Records Office. This will also include oversight and scheduling of the Online Service Center. The position will provide front-line supervision of A&R classified professionals, on-call hourly, and student assistants. The position will report to the Dean of Enrollment Services. Admissions & Records includes 2 evaluators, 3 A&R Assistant II, 1 A&R Assistant III, 1 A&R Assistant I, on-call hourly (2-3), student assistants (3-4), and 1 full-time administrative assistant (vacant). Also within the Enrollment Services unit is Financial Aid (1 coordinator plus 4 employees, 4 student assistants); International Student Program (1 Coordinator plus 1 employee); Veterans (1 Coordinator, a part-time certifying official, 5-6 student assistants); EOPS/CARE (1 faculty/coordinator, 1 counseling assistant, 2 part-time faculty, 2 student workers); Community Education (1 Coordinator)

Give some historical perspective of the changing workload over a 3-5 year period:

- a. The Office of Admissions and Records' mission is to provide excellent service to students in the following areas that are vital to student success: admissions, registration, grades, academic records maintenance, transcripts, verifications, graduation eligibility, IGETC and GE breadth certification, attendance accounting, fees, tuition, refunds, and program referral.

During the past two years the workload of the Admissions & Records Office has been significantly impacted by the SSSP mandate and the new Online Services Center which is located adjacent to the Admission & Records Office (Bldg. 1600). The Coordinator position will assist in identifying and implementing strategies to maximize services that will help the Office respond more effectively to students, faculty, and the campus community.

Under the administrative structure of the Dean of Enrollment Services there are five (5) programs: Admissions & Records, Financial Aid, EOPS/CARE, International Student Program, Veterans and Community Education. Each program has a designated program coordinator or director with the exception of Admission and Records. As with the other departments, it is imperative to establish this leadership position in Admissions & Records to support the program and the Dean of Enrollment Services.

Coordinator will help support the following areas:

- Developing a true Welcome Center (Online Service Center) that operates all year-round.
- Ensuring compliance with Title 5 regulations – repeatability, concurrent enrollment, residency, attendance accounting
- Keeping up to date with the latest technology that impact A&R processes/procedures – CCCApply maintenance, ETranscripts, Clearinghouse, student notifications are even more critical as we are relying more on email communication versus mailers
- Program review
- SAOs
- Banner upgrades
- Website updates – SSSP, enrollment priority, drop for non-payment, etc.
- Special Programs (ensuring resources are in place to respond to special admission/registration procedures): Middle College, Paramedic, Valley Charter, AJ Academy and Ad hoc courses, Third party billing (Vocational Rehab)

2. How will this position have a positive impact on the following (briefly include excerpts from your Program Review or other)-
 - a. Program Review: Admissions & Records is the hub that serves all students and assists all faculty (full-time and part-time). It is imperative for the office to create a welcoming, responsive and positive experience for our students which includes responding to the high volume of phone calls, emails, providing research for students & faculty upon request, developing initiatives to streamline processes, to keep current of rapidly changing state and federal guidelines and data requirements. The Coordinator will oversee support staff to ensure that the guidelines are being upheld and to maintain high quality customer service standards in supporting students and campus community. Currently, the Dean of Enrollment Services oversees this program. However, it is important to have a leadership position dedicated solely to Admissions & Records.
 - b. LPC Planning Priorities: (1) Establish regular and ongoing processes to implement best practices to meet ACCJC standards (2) Develop process to facilitate ongoing meaningful assessment of SAOs and integrate assessment of SAOs into college processes.
 - c. Requirements or needs detailed in Master Plans or accreditation Standard IIB requires that the College have a fully functioning Admissions & Records office that is adequately staffed.
3. What other alternatives have been considered in lieu of this position to meet programmatic demands? Currently the Dean of Enrollment Services is performing these duties in addition to supporting International Students, EOPS/CARE, Financial Aid, Veterans, and Community Education. Individual staff members are assigned to work on various projects related to program review and SAOs. This is over and above their current duties. This comprehensive program is the only program without a supervisor/coordinator/manager to oversee the critical day-to-day operation.
4. What is the consequence of not funding this position? Admissions and Records will continue to provide quality service. However, this program has numerous compliance requirements that require accurate assessment and timely response. Errors in data collection and analysis will impact audit compliance requirements and apportionment. Further, this position is necessary to support College efforts in meeting enrollment targets.

5. Has this position or a similar position been presented to RAC previously and in what years? Explain.
No

For accurate costs below, requestor must contact College Admin. Asst. in the LPC Office of Administrative Services (ext. 1632).

Estimate Increase/ Proposed Annual Salary Cost:	\$ 64199.00	**NOTE** Full time = 20-40 hrs. per week or 50%-100%. Regular Hourly= 18 hrs. or less per week (<50%).
Estimate Benefits Cost: (50% of salary)	\$ 32099.5	
Total Cost for Position: here to enter text.	\$ 96298.50 Click or tap	

Reviewed by & Date _____ College Administrative Assistant, Office of Administrative Services

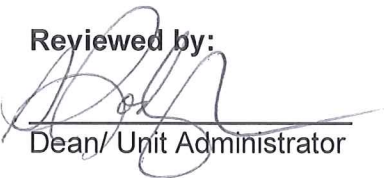
Mon., Sept. 14, 2015 request to Division Dean by end of business
Wed., Sept. 16, 2015 presented at Division Meeting
Fri., Sept. 18, 2015 due in Administrative Services Office with VP signature
Thu., Oct. 1, 2015 Deans will present to Resource Allocation Committee

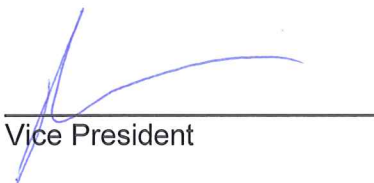
Signatures:


Requestor

9/21/2015
Date Submitted

Reviewed by:


Dean/ Unit Administrator


Vice President