

A&R Team

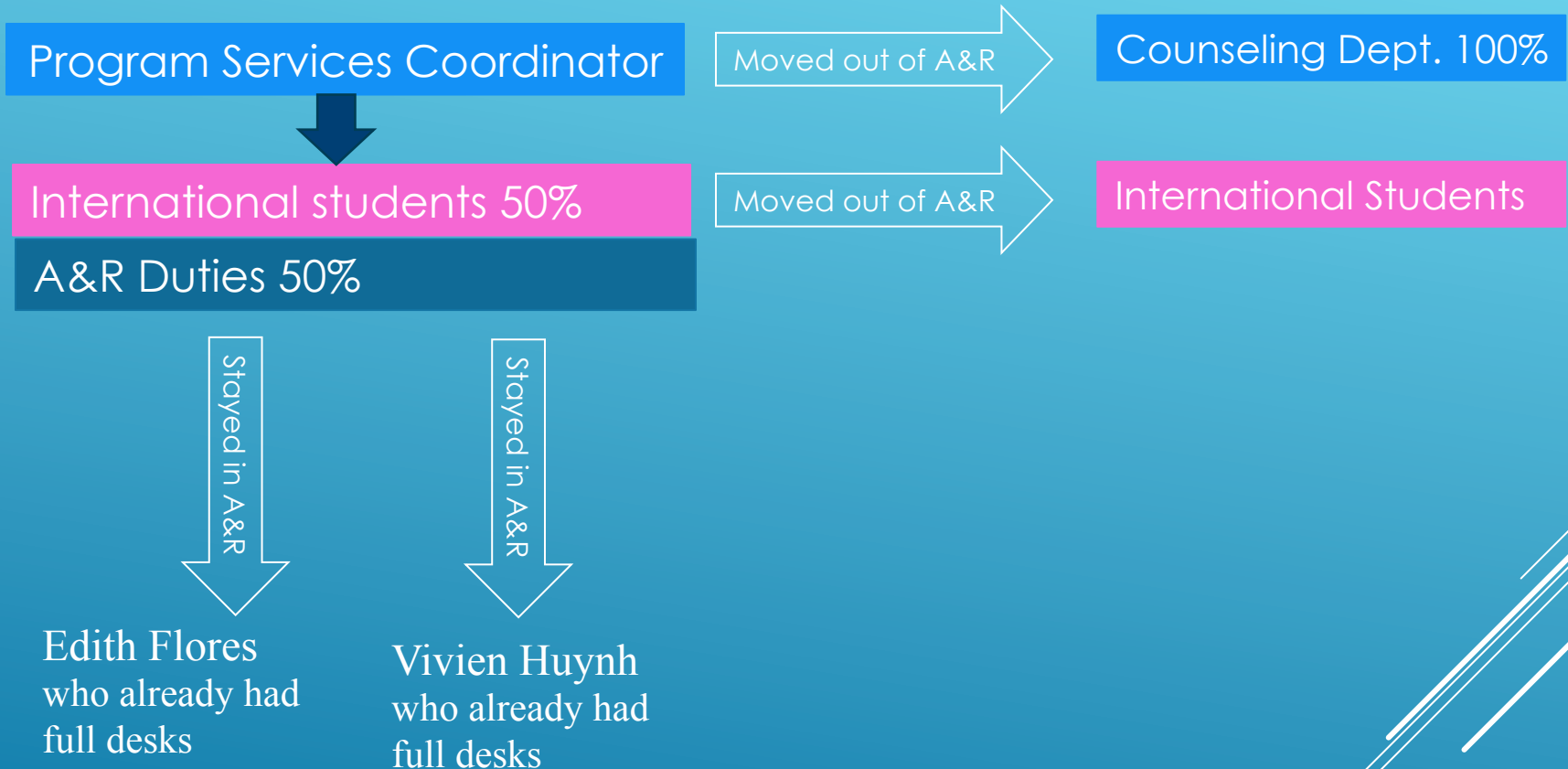


# ADMISSIONS AND RECORDS ASSISTANT II


Hiring Presentation  
2013-14

Need Just 0.47 More!


# BACKGROUND




# BACKGROUND

- ▶ Replacement of 0.5 position
  - ▶ Position lost when the International Student Program moved
  - ▶ Remaining tasks added to those of other staff members and the Registrar
  - ▶ Temporary assistance (PT help or OT) needed on during peak periods:
    - ▶ August/September
    - ▶ December/January
    - ▶ April/May/June
- 

# RESPONSIBILITIES OF “LOST” 0.5 POSITION

- ▶ Residency
    - ▶ 287 Attestations and Residency Reclassifications
    - ▶ 213 AB540 Petitions
    - ▶ Student inquiries - phone calls, emails and in-person
  - ▶ Point person for the Concurrent Program (Students, Parents and High Schools)
  - ▶ Number of Concurrent and Middle College Students: Over 350 per semester
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right quadrant of the slide.

# “RESPONSIBILITIES” CONTINUED

- ▶ Troubleshoot problem applications and registrations (On-line and Paper)
  - ▶ Approximately 23% of all on-line applications require hands on intervention
    - ▶ Spring 2013 unresolved problems – 141;  
Summer/Fall 2013 unresolved problems – 78
- 

# “RESPONSIBILITIES” CONTINUED

## Peak Times:

Additional phone calls

Additional time working the front counter assisting students

Additional paperwork requirements


## New Tasks for A&R:

Building and maintaining Degree Works (major new task)


Student Success Initiative

New legislation regarding AB540 Students

# PROGRAMS AND SERVICES WITH SOME MANUAL PROCESSING


- ▶ Plan Ahead-Pay Ahead drop process
  - ▶ VRAP – New VA entitlement program
  - ▶ CWA – College for Working Adults
  - ▶ CAA – Career Advancement Academy
  - ▶ Increase in the Number of Degrees/Certificates
  - ▶ Special handling of the AA-T/AS-T Degrees
  - ▶ Increased trouble shooting of Degree Works due to increased usage by students and staff
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against the blue background.

# CONSEQUENCES

- ▶ Hourly expenses have increased
    - ▶ Need two hourly employees during peak periods vs one in the past
    - ▶ Hourly employees are limited in the number of days per year they can work
  - ▶ Staff burn out and little or no back-up
  - ▶ Longer processing times for students
- 



# RELATIONSHIP TO COLLEGE MISSION AND GOALS

- ▶ This position aligns and supports the mission of the college in the attempt to continue providing a range of student services to assist students in attaining their educational and career goals
- 

# PROPOSAL AND COST

Proposed:

Increase the current PT (0.53) Admissions and Records Assistant II to FT (Wendy De Reynaga)

Cost for added 0.47 Salary:

\$25,763\*

Current Cost of Annual Part-time Assistance: \$15,000

\*Currently this position includes health and retirement benefits as it is > 50%.