Cañada College

New Classified Hiring/Position Justification

Hiring Division/Department: Sci'Tech   **Position Title:** EPIC Tutoring Coordinator

Classification

Position type: Permanent X   Full Time X   # of months 12

               Part Time   % of Full Time   # of months

Position: General Funds   X

Allocation: External Funds*   Expiration Date

Budget Information

           Grade   Step   Annual Salary

Justification

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.

2. Explain how this position aligns with and supports the mission and strategic goals of the college.

3. Explain how adding this position will strengthen the department or division.

4. Explain how this work will be accomplished if the position is not filled.

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

This position has been reviewed by the department or division and is recommended for hiring.

10/28/19

Dean / Director / Hiring Supervisor   **Date**