

- administration of the application process for new fall and spring students, maintaining application files, procuring application data including transcripts, recommendations, writing samples, and test results
 - assisting with the registration of new students
 - creating and maintaining electronic and paper student records and files
 - processing incoming and outgoing transcripts
 - maintaining Dean's List and academic probation reports
 - researching and tracking Middle College student data for graduation and beyond
 - tracking and approving all activity on both purchase and rental bookstore accounts, preparing spreadsheets for textbook purchases and rentals to ensure proper expenditures, returns, and reimbursements
 - developing a database to generate a progress reports for every student, sending progress report request to each applicable faculty member, processing and sending completed progress reports to students, parents, and advisors, and maintaining the progress report database with updated information
 - use MS Office (Word, Excel, & PowerPoint) to prepare correspondence and report narratives from original ideas and general instruction
 - schedule meetings and appointments
 - exchange information with College students, staff, parents, school officials and community representatives
 - set up and maintain program budget
 - coordinate logistics for special events such as tours, presentations, recruitment events, parent nights, and other activities
 - prepare agendas, attend meetings, take minutes, and conduct follow-up, as needed
 - serve as liaison between College programs and outside organizations as well as the SMCCCD & SUHSD offices
 - provide a variety of other support services, as assigned
2. Explain how this position aligns with and supports the mission and strategic goals of the college.

This position is in total alignment with and supports the mission and strategic goals of the college. This position encompasses all four strategic goals: Teaching and Learning, Completion, Community Connections, and Global & Sustainable. The Staff Assistant is the first contact for new students inquiring about the Middle College program and is the conduit in representing the college's mission to all former, current, and incoming Middle College students and their families. An important role of the Staff Assistant is to represent and create awareness of the college's mission of a learning-centered environment. The program strives to ensure inclusion of students with diverse backgrounds who will have the opportunity to achieve their educational goals.

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

By increasing the Staff Assistant's hours from 18 to 30 hours per week, the job duties will be completed and the teachers will be able to increase their own productivity. Currently, the Staff Assistant is only available to the students, parents, guardians, and the teachers during the morning hours. After Middle College classes begin, the Staff Assistant is not available during an 18 hour work week to field any communications from parents and guardians while the students and teachers are engaged in their afternoon classes. The Staff Assistant is also not available to work on projects for the teachers while they are engaged with the students in the afternoon classes. Expanding the

work week of the Staff Assistant to 30 hours would significantly increase the productivity of the position. All afternoon communications would be handled on the same day. Projects would be completed well in advance of the next instructional day. Afternoon requests and inquiries would no longer be pushed into the following day's queue. Morning duties and correspondence would be handled on an immediate basis rather than being supplanted by the previous afternoon's affairs. Also, it is imperative to have the Staff Assistant available to work with the four Middle College faculty members on a daily basis and will be able to take on additional assignments that need to be accomplished. By having the additional weekly hours, the faculty can work on instructional related projects and not have to pick up the clerical related duties which have not been completed due to the lack of hours available. As it currently stands with an 18 hour work week, the grade reporting during the summer, fall, and spring is inhibited by the timing of new registration projects that coincide. When the teachers' time is stretched the thinnest, the Staff Assistant also has increased duties due to new registrations and assisting new families, so the grade reporting of the previous semester is routinely tardy or requires extensive overtime/comp-time. The progress report project, which is rigorous and time consuming, displaces any and all job duties other than the most rudimentary. Every phone call and email requests that arises during this intensive six week project every semester causes the progress reports to be delayed. By increasing the hours of the Staff Assistant position to the necessary amount to handle this workload, the students, parents, guardians, and advisors will receive all of the information communicated by the college professors in a timely manner – a communication timeline that is simply not possible with the current 18 hour work week.

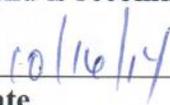
4. Explain how this work will be accomplished if the position is not filled.

Unfortunately, with the total of 18 hours per week allocated to the Staff Assistant, the work has not gotten done and has "fallen through the cracks." It is very difficult to get anything done in a timely manner when the Staff Assistant is limited to 18 hours per week. An increase to 30 hours per week will not only greatly improve the productivity, it will also allow the Staff Assistant to take on new projects and collaborations.

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



Dean / Director / Hiring Supervisor



Date