

Hiring Justification for Puente Program Office Assistant II

Hiring Division/Department: Counseling Department Position Title: OA II

Classification

Position type: Permanent X Full Time _____ # of months _____
Part Time _____ % of Full Time .27 # of months 12

Position: General Funds X
Allocation: External Funds* _____ Expiration Date _____

Budget Information

Grade 18 Step 3 Annual Salary \$13,219

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

An Office Assistant II will support the Puente professor and counselor by helping to advertise for the program, do follow up on potential students and mentors, organize paperwork related to field trips and on-campus group activities, set up materials at on-campus activities and keep financial records of expenses. The office assistant would work 10 hours a week for the Puente program. See the Power Point slide for a detailed budget.

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

The office assistant would help the Puente program English professor and counselor achieve the goals of the Puente program, which are to improve the retention, success and transfer of Hispanic students. One of Cañada College's mission and strategic goals is to help students in our communities who are underrepresented in four-year colleges succeed in higher education. For a long time, Hispanics have been underrepresented at four-year colleges, and the mission of the Puente program is to increase the number of Hispanic student graduate and transfer to four-year universities.

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

This position will help the Puente professor and counselor run an efficient Puente program. The assistant will provide valuable administrative assistance and will be another friendly face representing the Puente program. The three member Puente team (English Instructor, Counselor and OA II) will be responsible for managing the day-to-day operations of the Puente program at Cañada College.

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

If this position is not filled, the Puente professor and counselor would have to add another 5-10 hours to their workload each week, which is dangerous because it can cause burn out. If this program is to be long standing, it needs to be well staffed.

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

Dean / Director / Hiring Supervisor

Date