



New Classified Hiring/Position Justification

Hiring Division/Department: Student Services: Center for Student Life & Leadership Development
Position Title: Student Life and Leadership Assistant

Classification

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

Position: General Funds _____
 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.

Need:

With efforts this year to increase knowledge about all of our services, the department has grown significantly over the past four years and one full time staff member for the entire Center is no longer adequate for the college needs:

- In 2010 only 685 student IDs were made, that number has tripled to **2,405** this year.
- Since 2011, the number of students utilizing our housing resources has been multiplied by 5; from 18 students to **89**.
- With 30+ events sponsored/co-sponsored by ASCC, and approximately 100-300 in attendance that is an average of **6,000** “Cañadians” served each year.
- With an average of 20 clubs, 20 advisors, and an average of 9 members per club that is **200** members to serve.
- The department also requires advising of **22** Student Government members in ASCC.
- Commencement responsibilities have also increased. Students participating in Commencement was 193 in 2011, and it has increased to **330**.

- Acting as a launching pad for resources, including approving all campus posting, renting equipment for the Game Room, creating contracts with Free Speech Organizations and Outside Vendors, answering all transportation service questions, and providing our new free copy, faxing, and scanning services—our center received over **3,135** visits in 2013-2014.
- With only one full time staff member to: complete projects, advise late-night campus events, take students on multiple weekend conferences, trainings, and off-campus meetings, the Manager has accumulated **553** documented comp-time hours so that services are met.
- With the growth of the department and the new addition of providing a food pantry to the campus, the need for assistance is greatly increased.

Duties:

- Help exchange information with students, staff, and other educational institutions, community, and businesses regarding department and resources
 - Research and compile data that helps track program participation, recruitment effectiveness, and retention in student engagement activities
 - Help plan and implement meetings, programs, and events
2. Explain how this position aligns with and supports the mission and strategic goals of the college.

In the College Mission and Values, an engaging Student Life is listed as one of the college’s core values—which directly aligns with the Center for Student Life and Leadership Development. Engagement and leadership development also leads to retention, student success, and cultivates in students how to appreciate different points of view in a diverse community—which are also part of the college mission and goals.

Our Student Learning Outcomes of ‘Leadership’, ‘Community’, ‘Mentorship’, and ‘Change’ directly align with the Strategic Goals of: Completion, and Community Connections.

3. Explain how adding this position will strengthen the department or division.
- a. With another full-time staff member in the Center, we would be able to put more attention to all of our blossoming services, including: club assistance, programming board, housing assistance, a new food pantry, and transportation initiatives. Another staff member’s help would create opportunities to broaden the effectiveness and scope of these services to students.
4. Explain how this work will be accomplished if the position is not filled.
- a. If the Student Life Assistant continues to be part-time:
 - i. The Center will have to be closed for longer hours
 - ii. Less students will be able to be served due to less hours of the following services available:
 1. ASCC
 2. Clubs
 3. Commencement
 4. Clubhouse Rentals
 5. Events
 6. Food Pantry

- iii. Events, leadership conferences, trainings, and off-campus meetings will need to be reduced

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.

Dean / Director / Hiring Supervisor

Date