

January 26, 2021

Mt. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

\*\*This form is used to gain approval prior to recruiting for a position.

Instructions for completing this form are located on the back.

Position: Director, Financial Aid

Department: Student Services

Time (FTE): 100% Term (months/year): 12

Work Schedule (Days, Hours): Monday-Friday | 8:00am - 5:00pm

Salary Schedule (Range): M-19

Background and Rationale (use back of form if additional space is needed):

☒ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): Chau Dao July 2020 Board  
Last  
day of employment: March 2021 Reason for  
vacancy: Never filled, vacant for two years.  
(Attach Existing Job Description)  
☐ Newly Funded Position Fiscal Year 2021-2022  
☐ No Existing Job Description  
(Attach Draft of **New** Job Description)  
☐ Classified ☐ Confidential  
☒ Supervisory ☐ Administrative

\*\*For Temporary Special Project Administrators only

☐ Temporary Special Project Administrator  
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

This is a mandated position needed to report and implement federal and state regulatory laws and changes in order to meet financial aid compliance.

Funding From: \_\_\_\_\_

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): 11000-504000-215000-646000 90 % Amount \$ 205,083

Account Number(s): 11000-504100-215000-648000 10 % Amount \$ 22,787

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary  
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

Comments: \_\_\_\_\_

Signatures:

1. Requesting Manager Signature Thomas J. Mauch 1.28.21 Date  
2. Division Vice President Signature [Signature] 1.28.21 Date  
3. Chief Compliance/Budget Officer Signature [Signature] 01.29.2021 Date  
4. Human Resources Signature [Signature] 2/1/2021 Date  
5. Vice President, Human Resources [Signature] 2/2/21 Date

☒ Funding available ☐ Funding not available Position Number: MC9985 Contract Number: \_\_\_\_\_

Comments: \_\_\_\_\_

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: [Signature] February 2, 2021 Date  
6. Signature of President/CEG