

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: Administrative Specialist I

Department: Financial Aid

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

Work Schedule (Days, Hours): M-Th 10am to 7pm & F 8am to 4:30pm

Salary Schedule (Range): A-69

Background and Rationale (use back of form if additional space is needed): Provides customer service support to the financial aid office; helps students/families understand the application(s)/financial aid process. Provides assistance over the phone and at the front counter. Assist with document in-take and scanning.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). NONE

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): 17561-504200-211000-646000-2100 BFAP 100 % Amount \$ 74,405- 86,832

Account Number(s): % Amount \$

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:

Jenny Phu  
1. Requesting Manager Signature

10/20/2020  
Date

Suchakong  
4. Human Resources Signature

11.30/2020  
Date

Andrey Yamagata-Noji  
2. Division Vice President Signature

10.29.2020  
Date

5. Vice President, Human Resources

11/30/20  
Date

3. Chief Compliance/Budget Officer Signature

11/23/20  
Date

☒ Funding available ☐ Funding not available Position Number: CA9682 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:

William J. Smoggin  
6. Signature of President/CEO

December 1, 2020  
Date