

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: _____ Registration Specialist

Department: _____ English as a Second Language (ESL)

Time (FTE): 47.5% Term (months/year): 12

Work Schedule (Days, Hours): _____ TBD

Salary Schedule (Range): _____ 59

Background and Rationale (use back of form if additional space is needed): _____
The ESL department relies on permanent registration staff who are able to enroll students in person for our open entry system and execute enrollment policies as well as noncredit matriculation processes.

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): 11000-410500-211000-493087-2100 100 % Amount \$ 25,625
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:

Jody Fernando

7/15/21

1. Requesting Manager Signature

Date

Meghan M. Chen

7/28/21

Digitally signed by Meghan M. Chen
Date: 2021.07.28 17:33:16 -07'00'**4. Human Resources Signature**

Date

8/5/21

2. Division Vice President Signature

Date

08/03/21

5. Vice President, Human Resources

Date

3. Chief Compliance/Budget Officer Signature

Date

☒ Funding available ☐ Funding not availablePosition Number: CA9620 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: _____

8.18.21

6. Signature of President/CEO

Date