

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, Dual EnrollmentDepartment: Office of InstructionTime (FTE): 100% Term (months/year): 12 monthsWork Schedule (Days, Hours): Monday - Friday 8:00 AM - 5:00 PMSalary Schedule (Range): M-9Background and Rationale (use back of form if additional space is needed): Dual Enrollment has grown tremendously and is poised to expand even further with highschools and districts' demand for early college program/academy. Dual Enrollment is a high-priorityenrollment growth strategy for the college, and a critical entry point to our Guided Pathways.The program desperately needs this director position filled as soon as possible to lead this work.Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). Not applicablePlease 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): 11250 394000 121000 601000 1200100 % Amount \$ 148,168

Account Number(s): _____

% Amount \$ -102,306.00Funding: (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 Meghan ChenDate 10/19/20212. Division Vice President Signature Kelly M. FowlerDate 11/2/213. Chief Compliance/Budget Officer Signature Bob BoiceDate 11/03/21

4. Human Resources Signature _____

Date _____

5. Vice President, Human Resources SuchakongDate 11/4/21☒ Funding available ☐ Funding not available Position Number: MA9948 Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO William J. SmogginDate November 9, 2021