

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: Educational Advisor

Department: Technology & Health Division -- Nursing

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

Work Schedule (Days, Hours): Monday - Friday 8:00 a.m. - 5:00 p.m.

Salary Schedule (Range): Classified Range 95

Background and Rationale (use back of form if additional space is needed): Nursing faculty and staff receive numerous student emails and phone calls with questions regarding the Nursing Program application process. Transcripts must be reviewed for validity.

All applications must be reviewed. Information sessions for incoming students are vital to their success. This position was recommended during accreditation and is essential to Nursing program.

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): XXXXXXXXXX XXXXXXXXXX 100 % Amount \$ 113,930
Account Number(s): 11000-351000-211000-123000-2100 % Amount \$

Funding: (check all that apply) [X] 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:

Sam Agdasi Digitally signed by Sam Agdasi Date: 2022.07.19 18:57:00 -07'00'

1. Requesting Manager Signature Date

Kelly Fowler Digitally signed by Kelly Fowler Date: 2022.07.19 18:57:09 -07'00'

2. Division Vice President Signature Date

Boo Boyce 07/25/22

3. Chief Compliance/Budget Officer Signature Date

Tika Davé-Harris

Digitally signed by Tika Davé-Harris Date: 2022.07.27 17:29:45 -07'00'

4. Human Resources Signature Date

Suchakany 7/28/2022

5. Vice President, Human Resources Date

[X] Funding available [] Funding not available Position Number: CA9944 Contract Number:

Comments:

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

[X] Approved to fill immediately [] Denied [] Modified

If position does not have funding, provide funding directions:

Rationale:

William J. Smoggin August 2, 2022
6. Signature of President/CEO Date

[X] Continued Funded Position (ex. Vacancy) Former Employee (if applicable): LaNelle Maurer Last day of employment: July 7, 2022 8/12/22 Reason for vacancy: Retirement (Attach Existing Job Description)
[] Newly Funded Position Fiscal Year 22-23
[] No Existing Job Description (Attach Draft of New Job Description)
[X] 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.

Funding From: