

# #12

**COMPLETE**

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Page 1: Classified Position Request Form

## Q1

Please enter the following:

Department	<b>Athletics</b>
Position Title	<b>100% Athletic Counselor</b>
Salary Range*	<b>Variable</b>
Annual Salary at Step B*	<b>Variable</b>
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	<b>11-month</b>

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## Q2

Current program goal (as listed in comprehensive program review/annual update) this position will directly advance/support:

100% Athletic Counselor that will serve the growing population of Cuyamaca College student athletes.

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## Q3

How will this position directly advance/support the goal listed above?

This position will support all areas of focus in the Cuyamaca College Strategic Plan, especially in Guided Pathways. This Counselor will play a critical role in assisting all student athletes with acceleration and degree completion. Student athletes have a defined limitation for academic participation. This participation time frame requires student athletes to maintain a minimum 2.0 GPA to remain eligible for athletic participation. They are also required to be enrolled in a full-time status throughout the semester. If a student athlete falls below the full-time status they are eliminated from the sport until they reacquire full-time academic status. This position is instrumental in providing outreach, matriculation, advising, (academic and career), personal, educational planning, academic intervention, student follow up, and compliance with edibility standards for athletic completion. This Counselor must be knowledgeable to interpret NCAA and NAIA requirements for university transfer. This Counselor will also be instrumental in our continuous collaboration with instructional faculty and staff to implement and support college wide student success strategies. It will support various efforts funded via Student Equity and Achievement (SEA), Transfer, Guided Pathways, and both Title V grants.

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**Q4**

What type of position is being requested?

Increase in the FTE for the position, specify the position classification and number:  
Position: General Counseling Number: ?

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**Q5**

Please attach the description for the position classification (job descriptions are posted on this GCCCD Human Resources webpage).

**F.AFT%20-%20COUNSELOR.pdf (149.9KB)**

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**Q6**

What are the actual duties and responsibilities that are specific to this requested position that you would like to highlight to help the Classified Hiring Priorities Committee understand the need for this position? How does the lack of this position impact the program's or service area's ability to serve students? (300 words or less)

This position is essential to the student athlete's opportunity for academic success and the ability to matriculate to a four-year college or university. The student athlete has stringent required timelines to matriculate based on NCAA bylaws. This will require a Counselor who has the expertise in athletic counseling and experience in evaluating student transfer bylaws of four levels of academic transfer in Division 1, Division 2, Division 3 and Division NAIA. The specialty Counselor provides student validation and engagement through the process of supporting student athletes in the application of student support services. This position will also require the specialty Counselor to have appropriate knowledge the CCCAA rules and regulations.

Moreover, every athlete is required to meet with a Counselor once a semester and have a current CEP on file in order to compete in their sport(s). This population requires a Counselor to attend to their holistic needs as student athletes.

Currently, we have a part time Counselor who is assigned to student athletes working only ten hours a week. It is clear that there is an imbalance to the ratio of athletic counseling hours to the number of Athlete being served. This hinders student athletes' learning and achievement at Cuyamaca College. In fact, Cuyamaca is the only college in region X that does not have a full-time Athletic Counselor

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**Q7**

\* How are the duties of the requested position currently being performed, if at all?

Historically student athletics have not had a full-time Counselor dedicated solely to their specialized needs. Cuyamaca is the only college in region X that does not have a full time Athletic Counselor. This impacts student athletes' success tremendously.

A part-time Counselor at 10 hours a week is inadequate to meet student athlete needs. Many student athletes need focused academic support to reach their individual goals. They tend to have additional stressors (e.g., extremely busy schedules) that can impact them in the classroom and on the field. The Athletic Counselor is trained to support the needs of the student athlete in multiple areas.

Historically non-trained individuals have attempted to support student athletes in this area with little success. If the position is not filled we will

likely have a lower rate of student success for this population of students.

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**Q8**

**Respondent skipped this question**

\* OPTIONAL: If duties are being performed by a grant-funded position, when will the grant end?

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**Q9**

Program or Service Area Potential for Growth Please describe how the program/department has changed over the past 3 to 5 years and how this position will help the department serve more students directly or indirectly? - How has the demand for program/department services increased/changed over the past 3 to 5 years? - How have workloads in the program/department increased/changed over the past 3 to 5 years? - How many more students will the position serve, and who will it serve? \*\*Please use both quantitative and qualitative data including, but not limited to: details of a new program, service, or initiative; number of students served; number of appointments; number of visits; number of workshops; total overtime/comp time accrued, number of hourly/intern/volunteer/work study in program/service area and services provided. \*\* (200 words or less) (Rubric Criterion 2)

Based on data there was an increase from 278 student athletes in the year of 2022-23 to 339 in the year of 2023-2024. Data for 2024-2025 is not available yet, however Cuyamaca Athletics has grown at a 10% rate from 2020. The next reporting period will exceed the 10% annual growth due to the removal from hiatus of two women's intercollegiate sports programs.

All student athletes require specialized educational plans. The data indicates an increase in student athletes' need for counseling services. As the Athletic Department grows so will the need for counseling services.

**Q10**

Which of the College's strategic priorities will this position most directly support? Note: Selecting more than one strategic goal will not impact the Classified Hiring Priorities Committee rating of the position.

- Increase Equitable Access,**
- Eliminate Equity Gaps in Course Success,**
- Increase Persistence and Eliminate Equity Gaps,**
- Increase Completion and Eliminate Equity Gaps,**
- Increase Hiring and Retention of Diverse Employees**

**Q11**

Please explain how the requested position will support the college strategic goal(s) identified above. (200 words or less) (Rubric Criterion 3)

The student athlete experience is critical to meeting the strategic goals of the President. Having a FT Athletic Counselor that is housed in the athletic department creates synergy for staff, coaches and athletes. Increase hours shall eliminate equitable gaps, increase completion and matriculation rates.

**Q12**

How will this position improve the student experience at Cuyamaca College? How will the program or service area measure the impact of this position on the student experience? (200 words or less) (Rubric Criterion 4)

Currently, the Athletic Counselor serves limited number of athletes, has limited hours and availability. With a growing athletic population, the current service is inadequate for the current and foreseen student athlete population.

**Q13**

Please confirm that you have discussed this classified position request with your dean/manager and that you understand that deans/managers will be providing feedback about the division's priorities and needs to help inform and may impact the prioritization process.

**Yes, I have discussed this position request and its priority relative to other requests within the division/department with my dean/manager**

**Q14**

Date / Time

**12/17/2024**

Date of meeting (with dean/manager):

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**Q15**

**Respondent skipped this question**

In an effort for continued improvement of the Classified Position Request Process, the CHPC would like your feedback regarding the CHPC guidance and process for submitting new classified positions requests.

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