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| **GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT****STRATEGIC HIRE REQUEST****03-06-20****Date** |
| **Site** | **Position** | **Justification** |
| [ ] GC[x] CC[ ] DS | **Please include**:Position Title**Athletic Eligibility Advisor**Unit/Classification**CSEA/CL-33**Position #**Z-00006499**FTE**.50****11 months**Department**Athletic** | 1. **What will the position do?**

Provide information and assist the student athletes in compliance with the California Commission on Athletics (COA), the National Collegiate Athletic Association (NCAA) Division I and II and other four-year institution rules and regulations.Investigate, determine and certify the eligibility status of prospective, new, transfer, and red shirt student athletes as assigned; research and respond to inquiries; examine transcripts and tracer reports in support of functions required to adhere to rules and regulations of COA and NCAA.Interpret, apply and explain COA, NCAA and institutional rules and regulations related to the Athletic Department.Coordinate with Counseling Office and Evaluations in evaluating college transcripts and their impact on a student athlete’s athletic eligibility and educational plan.Work with individual coaches in providing academic eligibility updates by monitoring student enrollment, providing academic progress reports on athletes and answering COA and NCAA eligibility questions.Perform specialized clerical duties to support athletic eligibility functions; type a variety of materials such as reports, correspondence, memoranda, forms and other materials. Create and maintain files; compile and prepare statistical reports as required.Perform a variety of specialized duties to provide services to students participating in college athletic programs. Organize and coordinate office activities in assigned area to assure timely and efficient office operations.Train and provide work direction to student assistants and hourly personnel as assigned; assign and review work; may participate in screening processes of hiring procedures.Answer questions regarding rules, regulations, policies and procedures and provide specialized information and assistance to students, athletes, coaches, instructors and other internal or external contacts.Assist Athletic Academic Advisor with the implementation of the Academic Assistance Program; participate in the preparation for athletic orientation and present information as directed1. **Current status of position?**

Existing Position.1. **Strategic Staffing Rationale**

Please address at least one of the following items when answering the questions below (provide specific details):* 1. Legal mandates
	2. Health and safety priorities
	3. Critical threshold of educational or support services
1. **Budget Impact – Identify the Following:**
	1. The position is not included in the budget but funds will be redirected to fund the position from ongoing dedicated funds
	2. Key code and Object code **1436507-2117**
	3. Fiscal Impact:
		* 1. Salary amount **$20,419 plus mandated benefits**
	4. RAF impact (check one):

 [ ]  Include in RAF calculation [ ]  No impact – replacement (vacant one year or less) [ ]  No impact – funded by Restricted Funds [ ]  No impact – funded by  [x]  No impact – restructure within existing funds [ ]  No impact – reallocation of faculty FTE resulting in new position number |