

#11

COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	Athletics
Position Title	Full-Time Athletic Eligibility Advisor
Salary Range*	\$50,880 to 63,636
Annual Salary at Step B*	\$53,808
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	11-month

Q2

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

Full-Time Athletic Eligibility Advisor

Q3

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

Cuyamaca College Athletics has grown by 45% over two-years. We have recently brought back two intercollege sports programs (women's soccer and women's basketball). Both programs have healthy rosters and will continue to grow. We have followed a trend of 10+% growth each year and predict will continue. Currently, our athletic eligibility advisor serves this population but has grown overwhelmed with the increase duties, documentation and expectations that have increased with a growing athlete population and new data processed required by the state and the managing governing committee for sports, the 3C2A.

Q4

What type of position is being requested?

Increase in the FTE for the position, specify the position classification and number::
Class Title: Athletic Eligibility Advisor Range: 33

Q5

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

Strategic-Hire-Request%20Athletic%20Eligibility%20Advisor%2003-06-20.docx (24.6KB)

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)

The Athletic Eligibility Advisor is a critical position to screen, create and verify academic and intercollegiate eligibility for intercollegiate sports at Cuyamaca College. The job entails a myriad of duties and obligations. Having an increased student athlete population and number of teams necessitates an expansion of hours. Colleges of similar size and sports offerings have full-time eligibility advisors.

Q7

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

The current Athletic Eligibility Advisor is meeting the needs currently. However the time and effort to complete task on time has compromised our ability to complete projects and clear teams in a timely fashion before their first contest. Additionally, we have not had the opportunity to advance the knowledge and needed skills of the athletic eligibility advisor as time has not permitted. Extending the hours shall meet all our current and future goals and needs.

Q8

Respondent skipped this question

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

Q9

Program or Service Area Potential for GrowthPlease 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 newprogram, service, or initiative; number of students served; number of appointments; number ofvisits; number of workshops; total overtime/comp time accrued, number ofhourly/intern/volunteer/work study in program/service area and services provided.**(200 words or less) (Rubric Criterion 2)

Having a staff that is well trained, having current knowledge of all the new rules, bylaw changes and mandates is essential for intercollegiate sports. Having a staff that also is energized and able to meet all the student's needs creates positive experiences for the student athlete and aids in retention.

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 Cuyamaca Athletics vision statement is; Athlete Centered, Coach Driven, Science and Administrative Supported. Our core value is to serve our student athlete and give them every opportunity to succeed in the classroom and on the field. Having staff that is not overworked and available aids in creating a high performance model athletic department that sets our students up for excellence on and off the field.

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)

We will be able to measure the success via the number of days it takes to complete eligibility and number of students served. Our goal is to continue to decrease the current number and allow time for PD advancement opportunities.

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 of meeting (with dean/manager):

Date / Time **12/17/2024**

Q15

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.

Respondent skipped this question