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COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	Student Affairs- Cuyamaca Cares
Position Title	Student Services Specialist
Salary Range*	28
Annual Salary at Step B*	\$49,968
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	40 hours/week, 12-month

Q2

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

To create gap services for students who do not qualify for certain student services to increase academic persistence (i.e. Hygiene services and book vouchers for former foster youth who do not qualify for NextUP! because of age requirements).

Q3

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

The case load for students experiencing homelessness and seeking assistance from Cuyamaca Cares has increased 86% since the 23/24 academic year and is only expected to grow with the opening of the Student Safe Parking and the HHIP partnership for subsidized housing. Due to the sensitive nature of case management, it is being done solely by the Program Manager, who also manages all of Cuyamaca Cares programs. This position will effectively alleviate the ongoing case management duties of the Program Manager and allow focus to be directed at programming, evaluation, and networking in order to build processes aimed at the goal above. This position will also support other Cuyamaca Cares services (food pantry, clothing closet, genral Cuyamaca Cares services and programs).

Q4

Additional general fund position

What type of position is being requested?

Q5

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

C.28%20-%20STUDENT%20SERVICES%20SPECIALIST.pdf (101.3KB)

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 duties include meeting with students, assessing individual circumstances of homelessness and deciphering which intervention would best serve the student (i.e. hotel bridge, safe parking, subsidized housing) and entering students into their respective programs. Assessing any needs for alternative wrap-around services (CalFresh/pantry, mental health, etc.), and on-campus programs (i.e. EOPS, NextUP, Veteran Services, Rising Scholars) and connecting the student to these resources to ensure the student is fully supported. Following up with students regularly to confirm they are in compliance with their respective program, and following their progress providing interventions as needed. The position will assist with other Cuyamaca Cares programs.

Q7

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

These duties are currently being performed by the program manager of Cuyamaca Cares and a part time position hired through the Foundation.

Q8

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

The position hired through the Foundation will end on June 30.

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)

This position will serve students experiencing homelessness or housing insecurity. The case load for the hotel bridge program has increased from 14 participants in the 23/24 academic year to 26 from July 2024 to December 2024. The number of students who will be in need of case management will continue to increase with the implementation of student safe parking and subsidized housing. However, there has been a total of 62 students who completed the housing intake form requesting assistance; currently, the Program Manager does not have the capacity to address every student as the Manager has many more duties. Having a person who is dedicated to the Cuyamaca Cares housing program has the potential to triple the amount of students served.

Q10 **Increase Persistence and Eliminate Equity Gaps**

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.

Q11 Please explain how the requested position will support the college strategic goal(s) identified above. (200 words or less) (Rubric Criterion 3)

This position will allow for a concentrated effort to eliminate equity gaps and increase the persistence of our student's experiencing homelessness or housing insecurity. Since homelessness creates nontraditional barriers for students, it is important to have someone in the position who can dedicate 100% of their time to the success of these students. Creating connections between the student and on and off campus resources is a time-consuming duty and is ever-changing and growing as resources grow and dissolve. By building these relationships and advocating with the students to receive assistance, we can more efficiently eliminate equity gaps thereby promoting persistence in this student population.

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)

Cuyamaca Cares is currently the only program on campus that provides direct assistance to students experiencing homelessness, By having a single position that is dedicated to their success, it improves the experience of these students by validating their unique experience and alleviating non-academic stress that comes along with going to college. These students have hardships that are unique to their circumstance, and a one-size-fits-all approach will not work, and a full-time position will be able to design case-by-case management. This position will give these at-risk students a better chance of success. Cuyamaca Cares is already a space of assistance for these students, however the Manager is also tasked with managing the pantry system, the clothing closet, book vouchers, and other programs, on top of all administrative duties. This position would add a layer of depth to the care already given to the students in need.

Q13 **Yes, I have discussed this position request and its priority relative to other requests within the division/department with my dean/manager**

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.

Q14 **Date / Time** **12/10/2024**

Date of meeting (with dean/manager):

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.
