

Request to Fill Classified Positions

This form can be used to track the request process for filling vacant positions, and/or requesting new positions or increases in current positions. This form is not to be used for reclassification requests or reorganizations. Complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain will initial and date the document, and forward it as appropriate. If the request is denied at steps 1, 2 or 4, the individual or group denying the request will inform the requesting party. Steps 3 and 5 are recommendatory only.

Note: Temporary (District or agency) employment in the requested area is limited to a maximum of 60 days. This limit is designed to encourage prompt review of the vacancy. (Education Code Sec. 88003)

1. This position is a

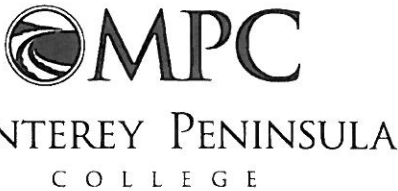
	<input checked="" type="checkbox"/> Replacement (No Changes)	<input type="checkbox"/> Replacement with requested changes *	<input type="checkbox"/> New Position (not a replacement)
Department:	Matriculation		
Position Title:	Matriculation Services Specialist, Senior		
Last Incumbent or "New":	Gaozong Thao		
Date of vacancy or Date of Board approval of new position:	August 21, 2012		
Salary Range:	13		
Hours per week:	40		
Months per year:	12		
Bilingual Required:	No		

* Use the "Replacement (no changes)" column to provide information about the position as it currently exists. Use the "Replacement with Requested Changes" column to show the changes.

On a separate sheet, answer the below questions regarding the position.

2. Annual Cost of the Proposal (HR will complete).
3. Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:
4. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.
5. Explain how this position supports student learning.
6. Explain what would happen if the position weren't approved.
7. Bilingual (Spanish)
 - I am requesting this position be considered by the Vice President to be designated as Bilingual Required because:
 - No, this position should not be bilingual required
8. **Attach the Job Description to this request. All Classified Job Descriptions can be found online at: <http://www.mpc.edu/humanresources/Documents/Forms/AllItems.aspx>**

Classification/Position: Matriculation Services Specialist, Senior Date: 8/29/12

steps	REPLACEMENT POSITION	Initials/ Date	steps	NEW OR CHANGED POSITION*	Initials/ Date
1	Chair/manager discusses vacant position with division/area and other relevant group(s).	LW 8/29/12	1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.	LW 8/29/12	2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.	
3	VP discusses request with Vice Presidents and President	8/30/12	3	VP discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	QJ 8/30	4	VP discusses request with Vice Presidents and President. HR informs MPCEA.	
5	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps .		5	College Council Reviews and makes a recommendation to the President. 2 Readings.*	
			6	President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.)	
			7	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps	

VP's Authorization for Bilingual: _____

DATE: _____

President's Authorization: _____

DATE: _____

Note #1: These steps may take more or less time depending upon time constraints (e.g. e-mail vs. meetings), and the nature of the position.

Note #2: If this process cannot be completed within 30 calendar days, the President may authorize action without completing this process and will inform the College Council.

Note #3: If the new or changed position is vital to core mission of the college, the President may authorize action without completing this process and will inform the College Council.

Note #4: Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

*New and changed positions must be presented to College Council for two readings and approved by the Board of Trustees. Positions included in MPCEA must be negotiated.

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1. **Replacement** (No Changes)

Department: Matriculation

Position Title: Matriculation Services Specialist, Senior

Date of Vacancy: August 21, 2012

Salary Range: 13

Hours Per Week: 40

Months Per Year: 12

Bilingual Required: No

2. **Annual cost of the proposal:**

a. Salary	\$33,624
b. Benefits Roll-up	\$10,143
c. H&W	\$23,531
d. Total Cost	\$67,298

3. **Source of additional funds:** N/A

4. **Requested changes:** N/A

5. **Explain how this position supports student learning:** This position provides vital matriculation services and information that positively impacts student access, retention and success. This position also in the primary point of entry and information for veteran student services at MPC.

6. **Explain what would happen if the position weren't approved:** There would be no point of contact for Veteran's student services and also a significant reduction in matriculation services.

7. **Bilingual:** No

8. **Attach job description:** See attached

Job Description/Title: MATRICULATION SERVICES SPECIALIST, Sr.
Approved, Bargaining Unit President: Reclassification Committee 4/10
Approved, MPC Associate Dean, Human Resources: 4/2010
Board Approved: 7-30-2010

MONTEREY PENINSULA COLLEGE

MATRICULATION SERVICES SPECIALIST, SENIOR

JOB SUMMARY

Under general supervision, provide information and assistance for students not requiring the services of a counselor; serve as college representative and source of information on veterans' programs and benefits. Receive limited supervision within a broad framework of standard policies and procedures. Provide information and assistance to veterans; advise students regarding eligibility for and availability of programs; assist in the continued development and implementation of the programs and activities related to the required components of Matriculation, which include admissions, orientation, assessment, counseling/advisement, follow-up, and research and evaluation.

EXAMPLES OF FUNCTIONS

Essential Functions

Provide information and assistance to students regarding transfer requirements, graduation requirements, Veteran qualifications, and other selected major requirements.

Serve as Veterans' representative; receive and respond to inquiries and requests from veterans and their dependents regarding available programs and benefits; inform veterans of their rights and program benefits; assist veterans in obtaining VA benefits; provide veteran assistance outreach to off-campus centers, local agencies and the public; maintain currency of knowledge of available programs and requirements; consult with counselors on Veteran's Administration Educational Plans; collaborate with other offices to complete required paperwork and communicate eligibility.

Assist students in understanding and applying information contained in the course catalogue.

Produce reports, records, and warrants in an accurate and timely manner using a variety of software programs as needed.

Assist in design and preparation of operational programs and program documentation.

Initiate and prepare a variety of matriculation materials.

Organize and conduct on-line and in-class orientation sessions for new matriculating students.

Serve as a member of appropriate matriculation committee and attends counseling meetings.

Assist in the development and updating of the new student handbook, the counseling handbook, the student matriculation brochure or letter and the orientation information on the MPC website.

Assist Assessment Specialist with conducting test in local high schools. Conduct orientation, if requested, at local high schools.

Monitor new students for completion of orientation program; communicate with students regarding need to complete this step.

Coordinate and facilitate campus tours for groups and individuals.

Coordinate events to promote registration and/or provide information as needed; collaborate with other offices/departments as needed to plan for events and provide information for publicity; assist other departments with planning and implementation of student events as assigned.

Assist in the completion of matriculation reports.

Assist the counselor/researcher in matriculation research.

Assist Assessment Specialist in the organization and facilitation of new student assessments.

Attend conferences and represent MPC at regional and state meetings as assigned.

Other Duties

Perform other related duties as assigned.

Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education and/or experience which would demonstrate the possession of the knowledge and abilities listed herein. For example, completion of approximately two years of college level course work or the equivalent in business administration, liberal arts, counseling and office systems, and two years of recent office experience including one year of experience in counseling office functions or the equivalent.

Knowledge

Knowledge of: basic college level counseling and guidance functions; Veterans Administration benefits and programs; general community college curriculum; research design and methods of data collection; current office methods and practices; word processing and spreadsheet programs; mathematical computations; human and public relations techniques.

Abilities

Ability to: read and assimilate educational materials; learn, understand, apply, and communicate applicable laws, rules, regulations, procedures, and policies; maintain currency of information regarding assigned programs and tasks; prioritize tasks and do several tasks simultaneously; work closely with academic staff to accomplish goals of matriculation; understand and independently carry out oral and written instructions; plan and organize work; exercise discretion in the conduct of job duties; use appropriate and correct English spelling, grammar and punctuation; accurately perform arithmetical calculations; use a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; operate a variety of standard office equipment; communicate effectively in oral and written form; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT: Light to moderate physical effort; occasional standing or walking; periodic handling of moderate weight computer supplies up to 15 pounds. Indoor work environment.