

## 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"/> <b>Replacement (No Changes)</b>	<input type="checkbox"/> <b>Replacement with requested changes *</b>	<input type="checkbox"/> <b>New Position (not a replacement)</b>
Department:	Student Services		
Position Title:	Career & Transfer Resource Coordinator		
Last Incumbent or "New":	Kathleen Baker		
Date of vacancy or Date of Board approval of new position:	4/2/13		
Salary Range:	Range 18= \$3,091-\$3,960		
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: Career & Transfer Resource Coordinator

Date: 03/20/13

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	1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.	LW	2	Chair/manager discusses with VP or designee. 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	GA	3	VP or designee discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	WT 3/21/13	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: Walter A. Tishy

DATE: 3/21/13

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.

## TEMPLATE FOR CLASSIFIED POSITION REQUEST

**Position Title:** Career & Transfer Resource Coordinator

**Dept/Program:** Student Services

**Submitted by:** Larry Walker

**Search Committee Chair:** Larry Walker

**PT/FTE:** Full-time (100%)

**New or Replacement:** Replacement

**Service Category:** 18

**Salary/Benefit Costs:** \$37,092 annual salary (step A) + \$11,190 (payroll roll-up cost + \$23,531 (H&W)) = \$71,813

**Net Additional Costs:** \$0

**Funding Source:** 60% General Fund/ 40% Categorical-Matriculation Fund

**Are there Salary Savings:** No

**Description of duties and responsibilities:** To provide transfer and career guidance support and advice to students at MPC and to ensure compliance and reporting responsibilities for Title 5 requirements.

**Special Considerations:** Title 5 regulations require each community college to recognize transfer as one of its primary missions. The regulations describe program components that include transfer services, facilities, staffing, advisory committee, evaluation and reporting requirements for the transfer program.

**Does Position act as an entry point for the college? No Should it be bilingual? No Why?**

This is a counseling support position and there is no language requirement necessary

- I am requesting this position be considered by the Vice President to be designated Bilingual Required.  
 No, this position should not be bilingual required

**What would happen if this position weren't approved?** Student Services would have a difficult time meeting the transfer and career support needs as well as meeting Title 5 compliance reporting requirements. The College and student would need to seek another method to meet the services and reporting requirement provided by this position.

**Job Description/Title:** CAREER/TRANSFER RESOURCE CENTER COORDINATOR  
**Approved, Bargaining Unit President:** 3/14/08  
**Approved, MPC Associate Dean, Human Resources:** 2/28/2008  
**Board Approved:** 6/24/08

**MONTEREY PENINSULA COLLEGE**

**CAREER/TRANSFER RESOURCE CENTER COORDINATOR**

**JOB SUMMARY**

Under general direction, coordinate the activities of the Career/Transfer Resource Center. Provide assistance regarding enrollment, academic and career information to pre-college and college students to enhance educational opportunities, encourage college attendance and/or improve college experience; provide support to counselors and other staff. Provide students with assistance and support to identify career pathways and/or facilitate transfer to four year institutions. Develop, implement and facilitate Career/Transfer Resource Center services; maintain Career/Transfer Resource Center resources. Work with limited supervision within a broad framework of standard policies and procedures.

**EXAMPLES OF FUNCTIONS**

**Essential Functions**

Advise, direct, refer, evaluate and assist students with transfer and career inquiries by providing information and assessment resources which may include: published and online material, vocational goals, labor market trends and referral to counselors, as needed.

Maintain the Career/Transfer Resource Center's library of resources and assessment materials for campus and community use; organize, update and maintain the library and database of career and transfer resources which are sensitive to the diverse academic, ethnic, socio-economic, disability and gender diversity of students attending a community college campus.

Organize and maintain Career/Transfer Resource Center files and student intake databases; create and prepare forms to facilitate office record-keeping procedures; track Center usage and contacts. Maintains statistical data and prepares reports; maintains email lists.

Coordinate Career/Transfer Resource Center services with other college programs and community support agencies, and refer students when appropriate; coordinate and publicize the visits of baccalaureate institutions, vocational schools, and armed services representatives to campus.

Provide information and assistance to students and prospective students in the transfer process, including Transfer Admission Agreements (TAA) and college admissions application programs; coordinate information and materials with counselors and participating institutions; maintain student TAA records.

Assist and participate in the marketing and liaison activities within the Career /Transfer Center; represent the Center on campus & at transfer and community career fairs; coordinate and implement MPC's annual college Transfer Day.

Assist in the preparation and presentation of career and transfer workshops.

Prepare correspondence related to the operation and marketing of the Center; design and publish career/transfer materials; assist in materials distribution to campus and community.

Maintain/update MPC Career/Transfer page on MPC website.

Develop and deliver classroom career presentations at MPC and local high schools

Respond to general desk, phone and e-mail inquiries regarding MPC's Career and Transfer Services.

Assist students in the use of computerized career information and standardized career assessments.

Provide vocational resources for members of the community and MPC students.

Train and oversee student workers.

#### **Other Duties**

Perform other related duties as assigned.

Attend career /transfer conferences and training sessions.

Serve on college committees as required.

Represent MPC at regional and state meetings.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience**

Any combination of education and/or experience that would indicate possession of the knowledge and abilities listed herein. For example, completion of two years of college level course work in psychology, business administration, office systems, liberal studies, or related fields and training in computer software programs, and two years of increasingly responsible office/management experience in student services or related fields. Experience in the process of transfer to a four-year baccalaureate institution is preferred.

#### **Knowledge**

Knowledge of: career assessment and information instruments; career issues experienced by diverse populations; basic transfer requirements; admission application issues and articulation requirements and preparation needed for a wide variety of occupational areas; functions and terminology related to Career/Transfer Resource Center activities; career sites and community resources related to career opportunities and training; internet college transfer websites; a variety of word processing, desktop publishing, spreadsheet and/or database programs as needed to fulfill the requirements of the job; standard office practices and procedures.

#### **Abilities**

Ability to: communicate effectively in both oral and written form; plan and organize the activities of the Career/Transfer Resource Center; prioritize tasks and do several tasks simultaneously; analyze problems, evaluate alternatives and make creative recommendations; provide information and assistance to faculty, staff and students; navigate the Internet and utilize career computer programs and college/university websites; compose and edit correspondence; accurately and efficiently use a variety of word processing, desktop publishing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents 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; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; learn and successfully apply current/new office policies and procedures; maintain security and confidentiality of records and information; 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**

Sitting and operating computer keyboard to enter data into a computer terminal for extended periods of time, as necessary. Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.. May require some limited travel; some evening or irregular hours.