

## TEMPLATE FOR CLASSIFIED POSITION REQUEST

**Position Title:** Administrative Secretary

**Dept/Program:** Office of the Dean of Instruction, Occupational and Economic Development

**Submitted by:** Michael Gilmartin, Dean of Instruction, Occupational and Economic Development

**PT/FTE:** Full-Time

**New or Replacement:** Replacement

**Salary/Benefit Costs:** salary \$33,996 + benefits \$9,221 + H&W \$22,455

**Total Costs:** \$65,672

**Funding Source:** General fund, budgeted in the current fiscal year

**Are there Salary Savings?** There are no salary savings.

### **Description of duties and responsibilities:**

This position provides all of the staff support for the instructional agreement program at the college. This includes creating the actual instructional agreements, collecting contracts for academic services and associated paperwork for instructors, processing student applications, verifying all support documentation, collecting rosters, creating purchase requisitions to pay vendors, tracking budgets, inputting classes into Santa Rosa, tracking FTES for instructional agreements, working with vendors, maintaining files on all the instructional agreement classes and programs for audit purposes.

### **Special Considerations:**

This position is vital to the instructional agreement program at the college which produces a large percentage of the college's annual FTES income.

### **Does the position act as an entry point for the college? Should it be bilingual?**

This position does not usually interact with students. However, it does interact with a wide variety of people who represent different non-profit and profit organizations on the peninsula with whom the college has instructional agreements. At the present time, only one of our vendors requires use of another language and that is Japanese. So, I do not believe being bilingual is essential to this position but could be considered a valuable desirable characteristic.

### **What would happen if this position weren't approved?**

If this position were not filled, the college would not be able to support the instructional agreement program at its current level. This would have an extremely negative effect on the college's FTES.