

## **TEMPLATE FOR CLASSIFIED POSITION REQUEST**

**Position Title:** Clerical Assistant II

**Dept/Program:** English & Study Skills Center, English Department

**Submitted by:** Jeannie Kim

**PT/FTE:** Part-time (19 hours/week, 10 months/year)

**New or Replacement:** Replacement

**Salary/Benefit Costs:** Salary: \$10,746.40      Benefits: \$0

**Total Costs:** \$10,746.40

**Funding Source:** 01-0030-0-6110-0315-2400-000-00-2402

**Are there Salary Savings:** none

**Description of duties and responsibilities:** Paperwork, record keeping, and general administrative tasks for the English and Study Skills Center

**Special Considerations:** The need for a Clerical Assistant II position in the ESSC is critical. The amount of paperwork that is generated, revised, and processed in the Center is enormous (please see fig 1). The past has shown that temporary help is not enough nor does it provide the consistent knowledge of the program and procedures that the ESSC requires in order to stay afloat. Due to the rising demands of basic skills-level English students, the ESSC would become ill-equipped to handle the clerical needs associated with testing, instruction, and curriculum development at the basic skills level. Moreover, the Clerical Assistant currently relieves the Director of a number of basic tasks that are time-consuming and overwhelming when added to the already burdensome workload of the ESSC Director. As the ESSC will have a new Director on board, having clerical support would be essential to assist an individual who will have a very steep learning curve ahead of him or her

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

Because the clerical assistant would not have direct contact with students, this position is not an "entry point" for the college.

**What would happen if this position weren't approved?** If this position were not approved, the ESSC would struggle to manage all of the paperwork and clerical tasks required to complete in order to serve the needs of the college. Moreover, the new Director would quickly experience burnout with the added clerical tasks piled on top of an already demanding workload. Without permanent clerical help, the ESSC's ability to function and work with the student labs would be impaired.

**Fig. 1 Regular, Ongoing ESSC Paperwork Generation (per semester)**

| <b>Class</b>  | <b># of sections</b> | <b>Students in each section</b> | <b>Number of Tests (including card)</b> | <b>Total Paper Items for Class</b> |
|---|----------------------|---------------------------------|---|------------------------------------|
| <b>ENGL 301</b>   | 9                    | 25                              | 15-20                                   | 3375                               |
| <b>ENGL 321</b>   | 2                    | 25                              | 15-20                                   | 750                                |
| <b>ENGL 302</b>   | 4                    | 25                              | 12-17                                   | 1200                               |
| <b>ENGL 322</b>   | 2                    | 25                              | 12-17                                   | 600                                |
| <b>ESSC for-credit</b>  | 13                   | 5<br>(average)                  | 15 (average)                            | 975                                |
| <b>ESSC DLI</b>   | 1                    | 50<br>(average)                 | 20-30 (average)                         | 300                                |
| <b>ESSC non-credit</b>  | 2                    | 500<br>(average)                | 0 but each person has a progress folder | 1000+                              |
| <b>Total Paper Items to be Processed Every Semester for Testing and Tracking Student Files (not accounting for other ESSC paperwork generated, copied, revised, or filed)</b> |                      |                                 |   | <b>8200</b>                        |

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