

**Program Review & Planning  
Request for Contract Classified Position  
2018-19**

Please upload and submit this completed form through the SurveyMonkey program review module.

<b>Department</b>	graphic design		
<b>Position Title</b>	instructional lab assistant		
<b>Salary Range</b>	10	<b>Annual Salary at Step B*</b>	\$2059
<b>Hours/week and # of months</b>	20 hours per week, 10 months a year		

\*For job Range and Salary information, see: <http://www.gcccd.edu/human-resources/salary-schedules.html>

1) Provide the following information for the ***new position or the increase in FTE for an existing position*** that is being requested, or for the request to fill a vacant, frozen or defunded position:

Position classification and number:

Proposed FTE:

Contract type:

10-month

What type of position is being requested?

New general fund position

Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).

What are the actual duties and responsibilities that are specific to this requested position?

This position would entail a qualified lab technician to oversee a lab environment where students will be working independently in order to achieve gainful employment. This will be part of the work-based learning initiative. *(100 words or less)*

2) Is the position being requested in order to comply with state or federal mandates/requirements? **(Rubric Criterion 1)**

No

3. How are the duties of the requested position currently being performed, if at all? Currently, the graphic design coordinator oversees this lab without being compensated.

How does the lack of this position impact the program or service area?

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But This position would allow someone to oversee the studio lab which would allow work experience/intern students to work in the lab without the direct supervision of a faculty member.

What impact, if any, have frozen or vacant positions within the department had on services or staff workload? N/A

*(200 words or less) (Rubric Criteria 1)*

4. How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? \*\*Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/ intern/ volunteer/work-study, and services provided.\*\*

In order to meet the metrics of the strong workforce initiative, work-based learning translates to work experience students and interns that are preparing to enter the workforce. This studio lab that will be overseen by a part-time classified worker will allow students to work independently in the lab which will build their skills as well as allow them to prepare resumes and other materials for their job search.

5. How would this position's main duties specifically support the institution's strategic priorities? This position would allow it to achieve the metrics of gainful employment as set forth by the strong workforce initiative from the California Chancellor's office.

2. Guided Student Pathways
3. Student Validation and Engagement

6. How will the position impact the ability of the program or service area to innovate and meet changing needs?

This position would allow for instituting strong workforce metrics concerning work-based learning.

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