

**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>	Athletics		
<b>Position Title</b>	Athletic Eligibility Advisor		
<b>Salary Range</b>	3,843-4,806	<b>Annual Salary at Step B*</b>	4,064
<b>Hours/week and # of months</b>	40 hours/week; 12 months		

\*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: CL-33

Proposed FTE: 1.0

Contract type:

10-month

11-month

12-month

Seasonal (specify):

What type of position is being requested?

New general fund position

Replacement for a funded position

Replacement for an unfunded position

Position currently funded by grant funds

Increase in the FTE for the 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? (100 words or less)

Utilize the student education plans (SEP) developed for the student by the Counseling Department; monitor and advise student athletes on fulfillment of academic requirements specific to student athlete with the objective being successful of an Associate Degree and transfer to a NCAA, Division I, II or NAIA institutions. Provide information and assist the student athletes in compliance with the California Community Commission on Athletics (CCCAA), the National Collegiate Athletic Association (NCAA) Division I and II and other four-year institution rules and regulations. Interpret, apply and explain up-to-date information and advice athletes in relation to compliance issues.

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

Yes

Cite the specific mandate/requirement (100 words or less): The California Community Commission on Athletic Association (CCCAA) mandates student athletes to maintain 12 units or more during their academic season of sports to maintain eligibility of participation for their individual sport. This position supports the CCCAA mandate of completing a minimum of 24 units per year and a minimum of 48 units within their two years of athletic participation. This supports the Guided Pathways process to academic achievement in transfer and graduation.

No

3. How are the duties of the requested position currently being performed, if at all? We are currently hiring a person for half time (0.5 FTE) duties. In the future, we would like to increase this to full-time status.

How does the lack of this position impact the program or service area?  
Student athlete retention rates decrease, along with lower GPAs.

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

*(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.\*\***

*(200 words or less)* **(Rubric Criteria 2)**

Over the last five years, we lost our Athletic Eligibility Advisor. This has caused a reduction in students graduating and transferring. There has been no support for our part-time counselor, which lowers the achievement rate for student athletes. It also lowers the retention and persistence rates for student athletes. Other staff members have had to receive comp time in order to support these student athletes in their area of eligibility.

5. How would this position's main duties specifically support the institution's strategic priorities?

1. Acceleration
2. Guided Student Pathways
3. Student Validation and Engagement
4. Organizational Health

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(200 words or less) **(Rubric Criteria 3)**

By increasing to a full-time position, the Athletic Eligibility Advisor will be able to support the continuation of Guided Pathways for students. The Athletic Eligibility Advisor will be able to support Student Validation and Engagement with more one-on-one interventions in academic support by working directly with student athletes. This position provides Organizational Health to the college and our department. Student athletes have an immediate resource for academic support along with the counselor.

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

*(150 words or less)* **(Rubric Criteria 3)**

The Athletic Eligibility Advisor will support our recruitment process, our retention opportunities, and become a resource person for academic success. This position will provide an academic structure that will support student achievement for our department. This person works as a link between the counselor, the instructor, and the student to provide a cohesive educational support system.