**SECTION 1 - Position Information** (CHECK ONE): [ ] New Position [ ] Replacement

Position Title:       Position #:

Division:       Department:

Executive Council Member:       Supervisor:

Reason for Vacancy:

Previous Employee:       Target start date:

**Employee Class (check one):**

 [ ]  Classified (attach role/description)

 [ ]  Professional

 [ ]  Faculty: Choose an item.

**Contract Term:**

 [ ]  Fiscal Year

 [ ]  Academic Year, from

 [ ]  Other:

**Union:** Choose an item.

**Position Class (choose one):** Choose an item.

**Compensation: (check one) & enter RANGE:**

 [ ] Annual $

 [ ] Monthly $

 [ ] Hourly $

 [ ] Other $

**Type of Employment:**

 [ ]  Full-time

 [ ]  Part-time (up to 19 hours/week)

 [ ]  Other

**SECTION 2 – Funding**

|  |
| --- |
| **Planned Labor Distribution:**  |
| Index | Fund | Org | Acct | Program | Distribution % |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

**SECTION 3 -Justification for Requested Action**

|  |
| --- |
| **Staffing Options—New Position (please explain yes answers)** |
| Is this position essential for achieving the department’s goals?Will this position help improve overall team productivity?Will this position help address a specific skill gap in the team?Is there a current employee who can fulfill these responsibilities?Is there a need for this position based on student enrollment trends?Will this position help streamline any processes and/or improve efficiency? Is there a need for this position to manage increased workload or new initiatives?Is this position required for program accreditation? | [ ]  yes[ ] no[ ]  yes[ ] no[ ]  yes[ ] no[ ]  yes[ ] no[ ]  yes[ ] no[ ]  yes[ ] no[ ]  yes[ ] no[ ]  yes[ ] no |
| Comments:  |

|  |
| --- |
| **Staffing Options—Refill Existing Position (explain yes answers)** |
| Could this work be eliminated or reassigned?Can this work be done with reduced hours?Can this position be reclassified to part time? Temporary?Can this work be outsourced?Can this position be combined with another position?Is this position required for program accreditation? (Explain below) | [ ]  yes[ ] no[ ]  yes[ ] no[ ]  yes[ ] no[ ]  yes[ ] no[ ]  yes[ ] no[ ]  yes[ ] no |
| Comments:  |

|  |
| --- |
| **Service Level** |
| Is this position the only provider of a specific service?Would not filling this position impact the department? (Explain below)Would not filling this position affect customer service? (Explain below) | [ ]  yes[ ] no[ ]  yes[ ] no[ ]  yes[ ] no |
| Comments:  |

|  |
| --- |
| **Financial Impact** |
| Is there a financial/budget impact? (Explain below)Are there additional costs, training or equipment for this position?Has finance been consulted and reviewed the financial/budget impact | [ ]  yes[ ] no[ ]  yes[ ] no[ ]  yes[ ] no |
| Comments: |

**SECTION 4 - Strategic Plan Alignment:**

Check the box next to all that apply

|  |
| --- |
| **PILLAR 1: INCLUSIVITY, ACADEMICS** |
|  [ ]  | Increase the proportion of degree-seeking students who complete college-level math and writing within one year. |
| [ ]   | Increase the proportion of pre-program health sciences students who complete prerequisite courses within one year. |
| [ ]  | Increase the proportion of students who complete a credential within 150% of normal time |
| [ ]  | Great Falls College will implement resources to reduce opportunity gaps for underrepresented students |
| **PILLAR 1: INCLUSIVITY, NON-INSTRUCTIONAL** |
| [ ]  | Increase the conversion rate of applicants to enrolled students |
| [ ]  | Increase the enrollment of degree-or-certificate seeking and Continuing Education and Training students. |
| [ ]  | Increase the proportion of students who utilize academic support services that result in a successful outcome. |
| [ ]  | Increase the proportion of EAB Navigate student alerts that result in a successful outcome. |
| **PILLAR 1: INCLUSIVITY, CAMPUS ENGAGEMENT** |
| [ ]  | Increase the number of participants who attend campus-sponsored events. |
| [ ]  | Increase the average number of social media views on posts about campus activities. |
| [ ]  | Increase the proportion of students involved in official campus clubs and organizations. |
| **PILLAR 2: OPPORTUNITIES, BRANDING** |
| [ ]  | Increase the amount of direct traffic to Great Falls College webpages. |
| [ ]   | Increase the total number of Google searches for Great Falls College. |
| [ ]  | Increase the amount of social media reach. |
| **PILLAR 2: OPPORTUNITIES, MARKETING** |
| [ ]  | Increase the traffic generated from specific social media campaigns to targeted websites. |
| [ ]  | Increase the use of the Great Falls College App. |
| [ ]  | Increase the capacity rates of targeted programs that are below 85%. |
| **PILLAR 2: OPPORTUNITIES, ALUMNI RELATIONS** |
| [ ]  | Increase the number of views of alumni email content. |
| [ ]   | Increase the engagement in social media content targeted to alumni.  |
| [ ]  | Increase the number of alumni engagement activities. |
| **PILLAR 3: EXCELLENCE, EFFECTIVENESS** |
| [ ]  | Increase the number of process improvements implemented each academic year. |
| **PILLAR 3: EXCELLENCE, RESOUCES** |
| [ ]  | Increase the proportion of grant-funded projects that align with at least one strategic plan initiative. |
| [ ]  | Increase the number of multi-year donations that financially support Great Falls College students, faculty, and facilities. |
| [ ]  | Increase the proportion of new or reallocated human, physical, and financial resources that align with the strategic plan. |

**SECTION 5 - Recruiting/ Advertising**

**Information in this section is used by HR to advertise the position.**

Scope of Search: [ ] Limited to College Staff [ ] Open to the Public

Human Resources will automatically post the position in several places. If you would like something job/ industry specific, or want to discuss what these locations are further, please see HR.

Where do you want to see this advertised?

**Special Terms / Conditions:**

**General Statement for position posting:**

**List the top 3-5 key Duties & Responsibilities of this position, and the top 3-5 Required and Preferred Qualifications.**

**Duties & Responsibilities:**

**1.**

**2.**

**3.**

**4.**

**5.**

**Required Qualifications:**

**1.**

**2.**

**3.**

**4.**

**5.**

**Preferred Qualifications:**

**1.**

**2.**

**3.**

**4.**

**5.**

Applicants must submit:

[ ] Resume/CV [ ] Cover Letter [ ] Name, address, & phone # of 3 professional references

[ ] Official Transcripts [ ] Unofficial Transcripts [ ] Certificate [ ] License

[ ] Other (application materials) please specify:

Closing Date:

Recommended Search Committee:

Chair:

|  |
| --- |
| Other Committee Member Names: |
|       |
|       |
|       |
|       |

**SECTION 6 – Decision: To be completed by the Executive Council.**

[ ]  Approved [ ]  Denied Date: Click or tap to enter a date.

**Reason:**

**SECTION 7 – BUDGET APPROVAL/AUTHORIZATION FOR RECRUITMENT:**

**Supervisor:** Date:

**Director:**  Date:

**Executive Council Member:**  Date:

**Executive Director of Operations:** Date:

**CEO/Dean:** Date:

**Route to Human Resources when complete**