

SAN JOAQUIN VALLEY COLLEGE
Lancaster Campus - Faculty/Staff Hiring Schedule

	2012-2013 Hiring Schedule (Phase 1 programs: AHCM, BA, CAMA, CMA (offered in month 1); Phase 2 programs: IT, CJC (offered in month 7); and Phase 3 programs: HVAC, PT (offered in month 12))																										
	3 Months Prior to Start			Year 1												Year 2											
	Month 1 Pre-Start	Month 2 Pre-Start	Month 3 Pre-Start	Month 1 Phase I Start	Month 2	Month 3	Month 4 Phase II Hiring Prep - Advertise	Month 5 Phase II Hiring Prep - Interview	Month 6 Phase II Hiring Prep - Hire/Train	Month 7 Phase II Start	Month 8	Month 9 Phase III Hiring Prep - Advertise	Month 10 Phase III Hiring Prep - Interview/Hire	Month 11 Phase III Hiring Prep - Train	Month 12 Phase III Start	Month 13	Month 14	Month 15	Month 16	Month 17	Month 18	Month 19	Month 20	Month 21	Month 22	Month 23	Month 24
	Month 1 Pre-Start	Month 2 Pre-Start	Month 3 Pre-Start	Month 1 Phase I Start	Month 2	Month 3	Month 4 Phase II Hiring Prep - Advertise	Month 5 Phase II Hiring Prep - Interview	Month 6 Phase II Hiring Prep - Hire/Train	Month 7 Phase II Start	Month 8	Month 9 Phase III Hiring Prep - Advertise	Month 10 Phase III Hiring Prep - Interview/Hire	Month 11 Phase III Hiring Prep - Train	Month 12 Phase III Start	Month 13	Month 14	Month 15	Month 16	Month 17	Month 18	Month 19	Month 20	Month 21	Month 22	Month 23	Month 24
Administrative Staff																											
Admissions HS Presenter/ Advisor Hybrid	-	-	-	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
Administrative Assistant	-	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	
Administrative Assistant to Deans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Admissions Advisor	-	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
Admissions Advisor Linear/Admin Assist	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Campus Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Career Services Mgr	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Career Services Rep	-	-	1.00	1.00	1.00	1.00	2.00	2.00	2.00	2.00	2.00	2.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	
Custodian																											
Dean of Student Services	-	-	-	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Academic Dean	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Evening Academic Dean	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Facilities Manager	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Financial Aid Officer	-	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Learning Resource Coordinator	-	-	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	
Network Administrator	-	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Receptionist	0.50	1.00	1.00	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	
Registrar	-	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	
Security Officer - Lancaster to Contract	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Student Center Coordinator	-	-	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Technology Coach	-	-	-	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	
Work Study Employee	-	-	-	-	-	-	-	-	-	-	0.50	0.50	0.50	0.50	0.50	0.50	0.50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Total Administrative Staff	2.00	7.00	9.00	12.50	12.50	12.50	13.50	13.50	14.00	15.00	15.00	15.50	16.50	16.50	16.50	16.50	18.50	18.50	20.00	20.00	20.00	20.00	20.00	20.50	20.50	20.50	
FACULTY																											
BA Instructor	-	-	0.50	0.50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
CAMA/CMA Instructor	-	-	1.50	1.50	2.50	2.50	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.50	3.50	3.50	3.50	3.50	3.50	3.50	
AHCM (MOA, HCIS, HCA)	-	-	0.50	0.50	0.50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
HVAC Instructor	-	-	-	-	-	-	-	-	-	-	-	-	0.50	0.50	0.50	0.50	1.00	1.00	1.00	1.50	1.50	1.50	2.00	2.00	2.00	2.00	
IT Instructor	-	-	-	-	-	-	-	-	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
PT Instructor	-	-	-	-	-	-	-	-	-	-	-	-	0.50	0.50	0.50	0.50	1.00	1.00	1.00	1.50	1.50	1.50	1.50	2.00	2.00	2.00	
CJC Instructor	-	-	-	-	-	-	-	-	0.50	0.50	0.50	1.00	1.00	1.00	1.00	1.00	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	
GE Instructor	-	-	0.50	0.50	0.50	1.00	1.00	1.00	1.50	1.50	1.50	2.00	2.00	2.00	2.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	
Total Program Faculty	0.00	0.00	3.00	3.00	4.50	5.00	6.00	6.00	7.50	7.50	7.50	8.00	9.50	9.50	9.50	12.00	12.50	12.50	13.00	13.50	14.00	14.00	14.50	15.00	15.00	15.00	
Total Admin and Faculty	2.00	7.00	12.00	15.50	17.00	17.50	19.50	19.50	21.50	22.50	22.50	23.50	26.00	26.00	26.00	28.50	31.00	31.00	33.00	33.50	34.00	34.00	34.50	35.50	35.50	35.50	

The total number of hires is based on student enrollment projections. Positions are reflected in FTE equivalencies.
Green notes when administrators and staff will be added after the first initial hires.
Grey notes the positions that will be contracted with an outside vendor.
Yellow notes when additional faculty will be added after the first initial hires. The mixture of full and part time faculty is dependent upon the number of sessions offered and when they are scheduled (morning, afternoon or evening).