

Campus Staffing Chart

The table below shows SJVC's administrative staffing plan for its San Diego Campus. Listed are those positions responsible for overseeing the campus' administrative, operational and student service needs. Due to the relatively small student population that will be served at this site, that is – 148 FTE students (this number represents all 4 programs at maximum capacity); some of the positions have been combined. The College will initiate the hiring process upon ACCJC's approval of this location and will fill all of these positions before students start classes on the new campus.

Campus Staff		
Position	Number	Duties and Responsibilities
Campus Director/Dental Hygiene Program Director	1 FTE	Oversees the Dental Hygiene program and the campus.
Administrative Assistant/Registrar	1 FTE	Performs a variety of support services in the areas of administration and academic and attendance records
Admissions Advisor	1 FTE	Guides students through the admissions process.
Career Services Advisor	1 PT ¹	Provides support services that assist students and graduates in finding employment
Facility and Information Services Manager	1 FTE	Provides assistance with various tasks related to the analysis and coordination of office, custodial and security services, budget preparation and control, records control and other special management duties. This individual will also be responsible for the operation, maintenance, and repair of the classroom computer network.
*Learning Resource Coordinator/Student Center Coordinator/Dean of Student Services	1 FTE	Provides support services in the Learning Resource and Student Centers and is responsible for student advising. Advising responsibilities include referring students to the appropriate college departments for various student support services, such as tutoring, career services advising, gas vouchers, food pantry, etc.
Receptionist and Financial Aid Officer	1 FTE	Performs administrative and customer services for visitors, applicants, students, faculty and staff members. This individual will also assist applicants and students with their eligibility for federal financial aid programs by calculating anticipated awards for federal loans and other Title IV programs.

*Due to the small number of students to be enrolled on the San Diego campus and SJVC's experience that most of its DH students receive employment offers prior to graduation, the College has determined that only one part-time Career Services Representative (CSR) will be required. This decision was also based on the fact that the CSRs assigned to the DH program at the Visalia and Rancho Cucamonga campuses have three or four additional programs in their portfolios.