

## Administrative Staffing Plan

<b>Position</b>	<b>Total Number Required</b>	<b>Duties and Responsibilities</b>
*Campus Director	1.0 FTE	Responsible for the successful and efficient operation of the campus and will provide initial oversight of the instructional and non-instructional programs and services.
Dean of Student Services	1.0 FTE	Responsible for developing, implementing, and delivering a variety of services for enrolled students. (Duties will be assumed by faculty, Student Center Coordinator, and Career Services Representative until the position is filled.)
Academic Dean	1.0 FTE	Responsible for the day-to-day operation of the educational programs and campus faculty. Coordinates faculty teaching schedules, classroom and lab facilities, and campus activities. (Duties will be assumed by Campus Director until this position is filled.)
Evening Dean	0.5 FTE	Serves as the lead campus administrator during evening sessions. (Position not required until evening session is offered. Based on census projections, first evening session will be offered in month 9.)
*High School Presenters/Admissions Advisors	2.0 FTE	Presents at high schools and other appropriate public events to inform prospective applicants of the programs and services offered at SJVC. Responsible for guiding high school students and their parents through the enrollment and start process.
*Admissions Advisors	2.0 FTE (0.5 FTE required for start-up)	Guides non-high school students through the admissions process.
*Career Services Representative	2.0 FTE (1.0 FTE required for start-up)	Provides services that assist students and graduates with obtaining employment.
Career Services Manager	1.0 FTE	Provides leadership to the Career Services team and assures they meet the campus' placement goals. (Duties and responsibilities will be assumed by the Career Services Representative until this position is filled.)
*Student Center Coordinator	1.0 FTE (0.5 FTE required for start-up)	Manages the Student Center. This individual will be responsible for administering math and English readiness assessments, developing personal training plans, and monitoring student progress and completion.
*Learning Resource Coordinator	0.5 FTE	Assures the efficient day-to-day operation of the campus library and learning center.
*Receptionist	1.5 FTE	Performs various administrative and customer services for

		visitors, applicants, students, faculty and staff members.
*Financial Aid Officer	1.0 FTE	Assist applicants and students with their eligibility for federal financial aid programs by calculating anticipated awards for federal loans and other Title IV programs.
*Administrative Assistant	0.5 FTE	Performs a variety of administrative support activities for the campus.
Administrative Assistant to the Deans	0.5 FTE	Performs a variety of administrative support activities for the Academic, Student and Evening Deans. (Duties and responsibilities will be assumed by the Administrative Assistant until this position is filled.)
*Facilities Manager	1.0 FTE (0.5 FTE required for start-up)	Assists the Campus Director with various tasks related to the analysis and coordination of office services, budget preparation and control, records control and other special management duties.
*Network Administrator	1.0 FTE (0.5 FTE required for start-up)	Assures the operation, maintenance, and repair of the classroom computer network.
*Technology Coach	0.5 FTE	Assists faculty in the use of technology to enhance the teaching and learning process. This individual will also teach faculty to use technology in the classroom.
*Registrar	0.5 FTE	Responsible for maintenance of student records and performs a variety of administrative tasks. Analyzes and coordinates office services such as records control and special management studies.

\*Start-up positions are indicated by an \*.

\*\*Security and custodial services will be provided by a third party vendor. The companies that will be retained to provide these services will assure a clean and safe campus environment for students, employees, and visitors.