



Position Request: ASLT Office Assistant II

**Requested by:
David Reed**



About the ASLT Division

The ASLT division at Cañada supports key areas of the college:

- Library (circulation, reference, Library instruction, technology loans)
- Learning Center (tutoring program, retention programs, Jams, Writing Center, peer mentoring program, guided pathways, LCTR courses)
- ACCEL/Adult Education Program
- SUHSD Independent Study Program
- Middle College High School Program
- Distance Education (with faculty Coordinator of Online Instruction) including DEAC, Technology Committee, and instructional technology planning, QOTL trainings
- Open Educational Resources (with faculty Coordinator of OER/ZTC)
- Flex Days and Campus-Wide PD planning (with faculty PD Planning Committee Coordinator)
- Supports Student Equity & Achievement Program budgets and planning

About the ASLT Division

The ASLT division exists at all three colleges, however at Cañada there are some unique differences:

- No Middle College Director
- No Library Director (CSM and Skyline have a Learning Center Manager in addition to Director of the Learning Commons, which is a modified version of the Library Director position)
- Only .2 faculty coordinator support for college-wide PD
- New Director position in Cañada Learning Center will also have Guided Pathways responsibilities
- No Equity Director or Similar Position

.....As a result, a large volume of personnel management and other work must be handled directly by the ASLT division office

Expanding Role of ASLT

New areas of work require more support within ASLT.....

1. Created and launched Guided Pathways Peer Mentor program, supported by ASLT Retention Specialist. Plans call for hiring additional peer mentors
2. Major expansion of technology loan program for students and related technology support
3. Pandemic-accelerated push to expand online tutoring in all areas, including Writing Center, requires hiring additional student staff
4. Ongoing growth of OER/ZTC; need admin support for new programs
5. So far this increased workload is being carried by the ASLT Division Assistant, resulting in high # of OT hours.

Office Assistant II Duties

Office Support for Learning Center & ASLT Division

- ❖ Operation and Supplies budgeting and tracking
- ❖ Staffing Schedules for expanded programs & Services in Learning Center
- ❖ Student Employee Personnel Support (payroll, schedules, point of contact)
- ❖ Program web site and general communication support, updating program materials, point of contact support

Flex Days and Related PD Program Support

- ❖ Logistics planning & support for 5-6 Flex Days per year
- ❖ Support for presenters and follow up tasks such as web site updating

Support for Committee Meetings

- ❖ DEAC, Technology, PD Planning Committee, OER/ZTC
- ❖ Support web site updates and meeting information management



Impact if Position not Approved

A few additional points.....

- ASLT previously had a .48% OAll position funded under a now-expired grant.
- ASLT Division Assistant currently stretched thin and working overtime hours to meet division needs, and this is without predicted growth in Learning Center and Guided Pathways programs & services

