Cañada College

Program Review
New Position Request Presentation

Position: Office Assistant II

Requested by: David Reed

2022-2027 Educational Master Plan strategic initiatives:
This position furthers the College's ability to achieve strategic goals #1 Student Access, Success & Completion and #2 Equity-Minded and Antiracist College Culture

Related Strategic Initiatives Supported:

- 1.9 Strengthen Cañada's participation in the California Virtual Campus

- 1.19 and 2.5, Reduce or eliminate the cost of textbooks and Increase use of Open Education Resources

- 2.3 Increase resources for faculty professional development

"Program Growth Requires Program Support"

Expansion & growth of ASLT programs and services that require admin support:

- Library Technology Loans and related programs

- Student Assistant (including tutor) hiring and payroll: new Learning Center Tech Team, expansion of tutoring into formerly STEM-supported areas

- OER/ZTC program support

- Flex Day and other PD activities

- ASLT-supported committees (DEAC, Technology committee, Professional Development Planning Committee)

- Faculty training and activities (QOTL, POCR, OER Adopter)

"Program Growth Requires Program Support"

- End of large STEM grants and transition of related programming to Learning Center (embedded tutoring/EPIC, Math tutoring and support)

- This position is not currently funded and new grant-funded positions are not aligned to the administrative support needs this position would provide (PSC, Project Director, Retention Specialist)

- This position would support *both* the ASLT division office and Learning Center operations

ASLT Office Assistant II

Duties and Areas of Support

Office Support for Learning Center & ASLT Division

- Operation and Supplies budgeting and tracking (support for Division Assistant)
- Staffing Schedules for expanded programs & Services in Learning Center, point of contact
- 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
- Budget tracking and compensation for faculty training participants (QOTL, related trainings)
- Support for presenters and web site updating

Support for Committee Meetings and college initiative implementation

- DEAC, Technology Committee, PD Planning Committee, OER/ZTC
- OER/ZTC programs requiring faculty compensation and other admin support
- Support web site updates and meeting information management