

Task Details Report

Planning Unit: Puente
Unit Manager: Lead Faculty, Counseling

Objective: 240 - Personnel requests for Puente

Objective Description:

Use this objective to propose new positions. Create a new "action plan" below. Describe the position you are requesting and provide a justification for this request.

Start Date: 7/1/2016	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$24,624

In Fall 2015, the Puente program was implemented at Cañada College and requires, per the Regents of the University of California contract, clerical assistance of at least 10 hours a week. The proposed Puente Office Assistant II is essential to provide consistent, professional Student Services support for the program year-round that is housed in the Counseling Department (Building 9-floor 1). The duties of the OAI will include the following: Puente program first point of contact, program enrollment, clerical support, organize paperwork related to field trips and group activities, assist with the implementation of Puente program events, screen calls, visitors, and electronic inquiries, set up and track budget expenditures and files, maintain electronic and manual files, and compose and prepare program written material. This position will help the Puente Co-Coordinator (English Professor and Counselor) run an efficient Puente Program.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
NIPers	Puente	Part-time Puente Program Office Assistant II	\$24624.00	\$0.00

Assignment Details:

Name:	Email:
No Data to Display	