

Position: Executive Assistant

Org: Office of Instruction

1. Are there any special regulations such as law, Title 5, Education Code, Student Success Initiative or accreditation standards, etc. for the position?

No requirement of this nature.

2. Does the request support the goals of the Educational Master Plan or other strategic plans?

Yes. The core of the college is student success, and this position is vital in helping the colleges academic efforts that support student success. This position supports every member of the faculty, all the instructional deans and the work of their divisions, instructional technology, the catalogue, planning, scheduling, the college's visual communications efforts, curriculum, Title IX coordination, Honors Transfer Program, enrollment management, faculty contracts, contract education, the online learning and teaching initiatives, and many other mission-critical efforts that all relate indirectly to the EMP and other planning documents.

3. Do the data indicate a demonstrated program need?

Qualitative data has conclusively demonstrated that the ability of the Office of Instruction to meet the needs of all constituents depends upon this team member.