



**College of the Redwoods
Request for Staff Funding FY 2015-16**

This form should be used for requesting new staff positions and included in the program review process.

Initiator:

Date: **Campus/Site:**

Department:

Requested Amount:

Divisional Rank (if any):

Position Title: (ex. ISSII, etc.)

Position description (please provide details about the position need):
[form will expand as needed]

This position will provide to the Library at Del Norte by providing support to students using computers and accessing library resources, assisting students with computers, administering tests and quizzes to students in the DN testing center, providing students with orientations to the library and computer lab area, providing clerical support relating to instructional materials and forms, and performing other duties as assigned that support the overall objective of the position.

Statement of Need (Justify the need for the position)

This position was requested in our program review last year, and was approved. However, prior to being filled, the position was redirected to provided needed IT support for Distance Education and other areas at DN, and as a result the library still has a need to request it again this year. This position is essential to provide equitable access to services for evening students at DN, including provision of support by providing access to library materials, computers, testing services, and homework assistance. This position will also allow the DN library to remain open when the Library Technician is out due to illness or vacation.

Link with Institutional Goal/Assessment Results (Describe):

Because this position extends testing and library services into the evening hours, it ties to Strategic Plan goal 1.3, "Students will complete their desired educational goals"; to 1.4, "Enhance student support and student engagement"; and to Ed Plan goal 1.2, "Improve support for students".