

## **Language Arts Division Classified Staff Position Request**

The Language Arts Division is requesting an Administrative Assistant II position to provide needed administrative and program support.

### **Justification**

Because the proposed position would serve multiple programs, it has not been named in program review by any individual department. The duties that the position would provide, however, are essential to assure that College, Division, and program objectives and policies are properly implemented and to coordinate, facilitate, and communicate program activities and objectives.

Currently, the Language Arts Division is supported by one eleven-month assistant and relies heavily on work study students to provide office coverage to maintain office hours and to assist students, faculty, the public, and the Dean.

Over the course of an academic year, more than 200 full- and part-time faculty teach courses in the five departments of the Language Arts Division. Coordinating the schedules and activities for such a large number of faculty, maintaining accurate records, and communicating College policies and procedures leaves little time to analyze data and assess programs and practices and to recommend, develop, and implement new objectives and procedures designed to meet those objectives.

The proposed position would support uninterrupted service for the students, faculty, and public who rely on the Language Arts Division Office and assure that Division and program objectives, policies, and procedures are properly communicated, implemented, coordinated, and assessed.