

## Adv Tech 2011-12

### Apprenticeship - #1 - Administrative Support

#### Summary:

Provide 1.00 FTE Administrative Support to the Advanced Technology Division.

#### Description

This support will be used to support workload that is represented by the addition of Apprenticeship classes to the Advanced Technology Division. It will be a permanent full time position sponsored by the LCC general fund.

#### Questions and Answers

**How is the initiative linked to the Unit Plans most recently submitted?**

1. **How does it continue the achievement of those goals?**
2. **If this is a continuation of an initiative started last year, make sure that relationship is clear.**

**How is this initiative linked to the efficiencies and productivities plans you had last year?**

1. **How does it continue the achievement of these plans?**
2. **If this is a continuation of an efficiency or productivity plan started last year, make sure that relationship is clear.**

For a successful Apprenticeship transition, the ATD will need support staff to handle additional administrative duties. By increasing office staff, administrative balance can be maintained with the added workloads.

Note: Very careful hiring criteria should be used in selecting a person to fill this position. The selection process should include essential functions that reflect strong experiences with the apprenticeship community.

This is a new goal and initiative.

#### **Describe the resources needed:**

Level 9 1.00 FTE position supported by the general fund.

Wage: \$43,153

OPE: \$23,949

Total: \$67,102

**What specific measurable program outcomes do you expect to achieve with this initiative? The outcomes should be specific enough to be measurable. Also, outline the method that will be used to determine the results.**

During this transition, it is our hope to at least maintain current relations with training agents, apprenticeship directors and apprenticeship students. Success or failure will easily be measurable by how well we support the program with staff in this transition.

**Department Priority:**

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**Unit Resources:**

There are no current resources available.

Funding Request: Carl Perkins

Funding Request: Curriculum Development

Funding Request: Technology Fee