



Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID # @	Last Name Mitchell	First Roshanna	Middle Initial	Telephone
Address		City	State	Zip

Part I: Check all that apply

Classification: ☒ Administrative/Professional Staff ☐ Faculty ☐ Support Staff ☐ Temporary ☒ Regular	☒ New Employee ☐ Extension ☐ Salary Adjustment ☐ Separation (date: _____)	☐ Other (explain)
☐ Full-Time ☐ Part-Time		

Part II: Assignment/Accounting Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person. All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

CURRENT Division/Unit:		Job Vacancy No.: (if applicable)
Job Title/Position:		Specialized Area:
Budgeted Position? ☐ Yes ☐ No		Funded in which FY?
Budget Number:		Position No. (NBAPOSN):
Compensation: \$	☐ Annual ☐ Hourly ☐ Other (explain)	Sched _____ Grade _____ Step _____ Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date:	End Date:	☒ At-will-employee ☐ Per contract If temporary, anticipated termination date:
Position is funded for the following number of months/weeks: ☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other (specify)		

PROPOSED Division/Unit: Enrollment Management		Job Vacancy No.: (if applicable) 2605 A 020
Job Title/Position: Director of Financial Aid		Specialized Area: Financial Aid
Budgeted Position? ☒ Yes ☐ No	Name of Replaced Employee: Priscilla Salas	Funded in which FY? FY26
Budget Number: 1110-13024-6093-501		Position No. (NBAPOSN): DIR003
Compensation: \$ 80,738	☒ Annual ☐ Hourly ☐ Other (explain)	Sched CA Grade 15 Step 10 Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/03/26		☒ At-will-employee ☐ Per contract If temporary, anticipated termination date: n/a
Position is funded for the following number of months/weeks: ☐ 9 months ☐ 10 1/2 months ☒ 12 months ☐ Other (specify)		
Explanation of Action:		

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Stephen Estrada	Date Digitally signed by Stephen Estrada Date: 2026.07.15 08:46:55 -05'00'	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor David A. Byrd, Ph.D.	Date Digitally signed by David A. Byrd, Ph.D. Date: 2026.07.15 08:43:15 -05'00'	Reviewed by Human Resources	Date
Budget Approval	Date	Approved by President	Date

Reg. 821 HR Requisition Number A 2607 0028

7-15-26 07-15-26 07/20/26

Revised May 29, 2014