

SSFAB

STUDENT | SERVICE | FEE | ADVISORY | BOARD

Budget Request Form FY 2010

Department: Student Organization Finance Center

SSFAB Use Only	
YES	NO

Program, Service, or Operation Requested

Student Technician

General Description:

This request is related to funding a Student Technician position within the SOFC. The SOFC created this position last year, and reported to the SSFAB that the SOFC would fund this position for one year out of the SOFC Reserves and the existing student worker budget. This position supports a full range of business activities, including student organization accounting and budgeting, which requires a broad general knowledge of business procedures. This person investigates errors on transactions and recommends appropriate corrective action; responds to inquiries from vendors and the TAMU Development Foundation; assists with specialized business tasks and activities as assigned; maintains business files; communicates unit policies and procedures; disseminates business information to student leaders and student staff. The Student Technician is often asked to fill in when full time staff are out of the office.

Request Type:

Full Increase One Time Partial/Matching

General Questions:

How does this request impact students and what motivated this request (needs, strategic planning, etc.)?

The Student Technician is able to gain knowledge of what a comparable position in a professional career would experience. The knowledge gained in this position can easily be connected to skills that will be used in future business positions. The Student Technician's relationship to the rest of the student staff, who are often in the early stages of their college career, is one of a mentor, guide, and leader. The student staff often seeks advice from the more experienced Student Technician as they too move forward to completing their degree. This position works directly with student leaders, offering valuable opportunities for learning in a peer to peer environment. A perfect example of when this has occurred is the new on-line, downloadable, ledger. The Student Technician developed this tool to help finance officers in keeping their records, and then completing account reconciliations. The Student Technician has been available to help treasurers in setting up their business files. This instrument could be further enhanced if this position is allowed to continue.

Have other sources of funding (fundraising, sponsorship, membership dues, etc) been considered? Please explain:

The SOFC has considered pursuing a full time position instead of the Student Technician position. However, we feel that maintaining student staff is mutually beneficial. Not only are students given the opportunity to experience the inner workings of a large institution, the SOFC is able to further connect what the students are learning in the classroom in a real world, safe and supportive, environment.

Generally, what assessment tools will you use to evaluate this program/service?

The SOFC will continue to offer opportunities of feedback by continuing the suggestion box located in the lobby, asking for evaluations after training sessions, and facilitating a full customer service assessment every three years. The Student Technician has developed an assessment tool that will help capture information that will inform our practices.

Funding Description:

	Dollar Amount
Total Estimated Cost	
Student Technician Wages	9,500.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
TOTAL SSFAB INCREASE REQUEST	9,500.00

SSFAB Comments/Notes:

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