

SSFAB

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Budget Request Form FY 2010

To be Completed by Department for Each Individual Request

Department: GREEK LIFE

SSFAB Use Only	
YES	NO

Program, Service, or Operation Requested

Reclassification - Communications Specialist to Assistant Director

General Description:

The Department of Greek Life would like to reclassify the Communications Specialist position to an Assistant Director starting in FY10. With the increasing absence of the Director of GL from day to day operations, the Department is in need of a second in command position. Because the role of the communications specialist has already assumed more administrative responsibility for office operations than his current position outlines - it would be reasonable to formally add these expectations.

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.)?

Since the Office of Greek Life was elevated to the Department of Greek Life in November 2006, the Director of Greek Life has assumed more responsibilities as a director in the Division of Student Affairs. The need for an individual with knowledge, skills and abilities to handle office meetings, assume responsibility for daily operations and administrative staff supervision and serve as second in command should the need arise has become evident. The communications specialist position, over the past two years of existence, has been asked to manage and assume responsibility for large administrative projects such as our facility move from Cain Hall to the MSC (and then again to the MSC basement), major purchasing projects, and financial development coordination all while performing duties associated with the original position description. Having an Assistant Director will provide comfort for students, parents, and others seeking contact with a GL staff member who has apparent management authority.

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

No other sources for this type of increase.

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

Texas A&M University employees from the Department of Greek Life are evaluated yearly using the performance assessment provided by the Department of Human Resources. In addition, feedback from staff and students will be sought regarding this individual's performance.

Funding Description:

	Dollar Amount
Total Estimated Cost	
<i>Reclassification from Communications Specialist to Assistant Director</i>	
Salary increase	8,000.00
Benefits increase <i>approx 30% of salary used in calculation</i>	3,510.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	-
TOTAL SSFAB INCREASE REQUEST	\$ 11,510.00

SSFAB Comments/Notes:

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