



Student Affairs Fee Advisory Board

DIVISION OF STUDENT AFFAIRS

Funding Request Form FY2027

Department should complete one form for each individual request

Department:

Career Center

Program, Service or Operation Requested:

Administrative Coordinator II to manage administration of the co-op education program.

General Description:

Cooperative education is a supervised academic program that formally integrates semesters of academic study with semesters of paid, full-time work experience, while allowing students to retain full-time student status. Since 2022, more than 1,360 students have participated in the program. On average, 151 students enroll each fall and spring semester, and 77 students participate each summer. Demand continues to grow, with 190 students engaged in co-ops during Fall 2025. The program is jointly administered by academic departments and the Career Center.

Within this structure, the Career Center is responsible for delivering co-op orientation presentations, verifying student attendance, registering students in the appropriate co-op course for their college, confirming prerequisites, ensuring exception waivers are properly documented, and coordinating with the Registrar and other academic units to create new course numbers or sections as needed.

Administration of the program requires numerous time-sensitive tasks for each student, many with hard deadlines. Currently, these responsibilities are split between an Administrative Coordinator II and a Program Manager. In addition to co-op duties, the Administrative Coordinator II is responsible for review and approval of 30,000+ job postings and hundreds of employer information sessions each year. The Program Manager serves as a career advisor for the College of Engineering. Both of these individuals are planning to retire within the next 12 to 24 months, taking with them over 50 years of institutional knowledge.

Creation of a new Administrative Coordinator II position would consolidate the entire co-op process under one dedicated staff member, ensuring consistent service and efficient processes. This position would also be cross-trained to assist with career fair administration and job posting approvals, and enable the career advisor to dedicate more time to direct student support.

Request Type:

☒ Full ☐ Increase ☐ One-Time ☐ Partial/Matching

Type of Funds Requested:

☒ UAF ☐ Other

General Questions***How does this address an important need and/or positively impact students?***

Creating a dedicated administrative position to manage the co-op process will improve consistency and elevate services provided to students participating in the program. Being able to onboard an admin prior to the retirement of our current co-op administrators will preserve institutional knowledge and allow for a smooth transition. Since at least 2014, the Career Center has not had the staffing capacity to cross-train the co-op function. I have had to call our administrator during personal leave, once while she was out for a funeral, to manage a time sensitive issue. This new position would ensure better support for co-op students and allow us to respect staff member work/life boundaries.

What department/Division strategic plan item does this support?

Student Learning Through Engagement
Investing in our Staff

Please provide data, evidence, and/or input (student faculty, staff, other) you gathered to help you determine the need for additional resources.

The two individuals currently managing the co-op process have decades of experience and are able to handle these responsibilities efficiently and effectively. However, with both planning to retire in the near future, it is essential to plan ahead by training a replacement to ensure continuity and to prevent avoidable disruptions for students. Creating a new administrative position would allow us to consolidate all co-op responsibilities under a single staff member, which makes sense from an organizational perspective, while also providing the opportunity to cross-train in other mission-critical functions.

What actions have you implemented or discontinued internally to address the identified need?

This request is planning ahead to mitigate future disruption of services.

If funding is granted, what metrics will you use to evaluate success of this program/service/operation?

As co-op continues to grow, this position will be evaluated on the level of service and ability to resolve problems in a timely manner.

Have other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.

Click to enter text

Total Estimated Cost

Funding Description	Amount
Administrative Coordinator II (salary + benefits)	\$70,000
<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	
TOTAL INCREASE REQUESTED	\$70,000