



## Funding Request Form FY2025

*Department should complete one form for each individual request*

**Department:**

Disability Resources

**Program, Service or Operation Requested:**

Access Coordinator I

**General Description:**

Disability Resources Access Coordinators have many administrative type job duties such as filling out paperwork for accommodations for the GRE, providing documentation to other universities, completing tasks in AIM (the data management system), answering general phone calls about how to register with the office, etc. Adding an AC I to the staff would free up the other access coordinators to handle the more challenging situations and have more time for meetings with students.

**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?***

Adding an Access Coordinator I to the staff would free up more experienced access coordinators' time for more complex situations and student appointments. This could also build a pipeline for individuals who do not have the knowledge or skills for accessibility work to learn about the work that Disability Resources does and gain skills to move up the career ladder.

***What department/Division strategic plan item does this support?***

DSA Strategic Priority 2 Investing in our staff, DSA Strategic Priority 3 Leveraging Resources, DSA Strategic Priority 1 Inclusive & Caring Communities

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

No formal assessment. Access Coordinators report needing more office time for these types of tasks which then takes away from student facing time.

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

None

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

More staff time available for appointments with students.

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

**Please explain.**

Those types of funding are not appropriate for salaries

**Total Estimated Cost**

<b>Funding Description</b>	<b>Amount</b>
Access Coordinator I	\$60,000
<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	
<b>TOTAL INCREASE REQUESTED</b>	<b>\$60,000</b>