



Funding Request Form FY2026

Department should complete one form for each individual request

Department:

Career Center

Program, Service or Operation Requested:

Funding for Student Workers

General Description:

Student worker wage expenditures averaged \$54,500 in FY23 - FY24. These positions have historically been funded from by a combination of reserves and salary savings, but with a fully staffed office, these savings are no longer available and reserve balances will not sustain the recurring need for these student worker hours. I am requesting \$60,000 to fund the student workers currently employed. This request takes into consideration a small salary increase for those student workers who return each academic year.

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?

Career Center student workers serve in several capacities. Many student workers work at reception desks at the main Career Center location and satellite offices assisting students, recruiters, visitors, faculty, and staff. Having student workers in these roles has reduced the need for full-time staff without sacrificing service. In addition to these responsibilities, student workers are vitally important to running drop-in career advising. This is a daily virtual service that requires a person dedicated to routing students from a Zoom waiting room to designated advisors. Student workers also manage the Career Center mailbox triaging, responding to, and routing incoming email.

Without student workers, multiple administrative staff member would be required to continue these essential functions.

What department/Division strategic plan item does this support?

This request directly supports the Career Center Mission Statement to “Promote career learning and development, empowering all Aggies to realize their potential...”

Employing students in a para-professional role also leans into the DSA strategic objective of Student Learning Through Engagement. These roles offer students the opportunity to learn by providing experiences that result in student growth in personal and career-ready competencies.

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

The Career Center’s funding source for student workers is unsustainable. Without funding we would need to hire administrative staff and/or reallocate existing administrative staff to these functions.

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

Over the past 18 months, we have implemented new workflows for scheduling student appointments which enables most student appointments to be scheduled through through the HireAggies platform. This has allowed us to reduce the number of student workers in the department in recent years.

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

Funding ensures that the Career Center will be able to continue to employ student workers. The amount and level of work being done simply cannot continue without the support of our student workers.

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

No.

Total Estimated Cost

Funding Description	Amount
Funding for Student Workers NOTE: This request takes into consideration a small increase for student workers who return each academic year.	\$61,000
<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	
TOTAL INCREASE REQUESTED	\$61,000