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Student Affairs Fee  
Advisory Board

DIVISION OF STUDENT AFFAIRS

**Funding Request Form FY2021**

*Department should complete one form for each individual request*

**Department:**

Memorial Student Center

**Program, Service or Operation Requested:**

**Administrative Associate IV**

**General Description:**

*A new associate position (Administrative Associate IV) is requested to provide quality professional support to the department with international programs, risk management, and other student oriented projects. These projects are primarily administrative functions assisting the Student Development Specialist III with the International Student Association (ISA) and Freshman Leadership International (FLI), and other professional staff as they address increases in workload associated with risk management, travel arrangements, and financial procedures. The staff in this area are operating at maximum capacity to serve students. A new associate will complete advanced word processing, handle spreadsheets, and database management. When feasible, this position will be able to assist other associate staff with their overflow. This position would allow our advisory staff to do less with administrative duties so they can spend more time working with students and committees.*

**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?***

*Following the departmental Comprehensive Program Review, several recommendations were identified to help improve internal departmental functions. Because the substantial workload of staff has added extra strain on departmental resources to achieve the outlined goals, an*

*additional associate position would help staff complete administrative duties with greater efficiency. This in turn will free up advisory staff to spend more time with students that leads to better experiences for MSC student leaders and those participating in MSC programs.*

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

*The MSC Strategic Plan addresses the support of existing staff in order to maintain and maximize mission critical services. Lack of funding and continued strained staffing resources erodes morale, leads to increased attrition, and decreases ability to achieve strategic plan goals. It is also ties into a division goal to ensure future effectiveness.*

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

*MSC Leadership Team consulted with other departmental professional and associate staff about distribution of work and current staffing levels. In recent years, implemented efficiencies at varying levels of the university have resulted in increased administrative processes, including risk management and travel protocols that must be managed locally. As a result, work product must be redistributed.*

*Need has also been discussed with the MSC top student leaders (President/CEO, and Executive Vice Presidents), who also agree that staffing of this sort is needed to better serve the students of Texas A&M University.*

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

*Internally, the MSC leadership has been prioritizing action plans and working toward efficiencies that both serve the students well and distribute workload appropriately among the professional and associate staff. It has been determined that our current team is fully maximized. In the short term we are asking some staff to reach beyond capacity, which decreases the effectiveness. As a result, higher level tasks such as staff and student leader development, mission fulfillment, sustainability and long-term funding development are suffering.*

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

*In addition to standard employee performance evaluations, the department will use strategic plan objectives to evaluate the effectiveness of this position in serving the students of Texas A&M University.*

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

*The MSC business practice is to fund salaries through Student Fees (UAF). Fundraising, ticket revenue, sponsorships and reserves are allocated directly to student programming efforts.*

**Total Estimated Cost**

<b>Funding Description</b>	<b>Amount</b>
Salary	32,000.00
Benefits (25%)	8,000.00
<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	15,000.00
<b>TOTAL INCREASE REQUESTED</b>	<b>\$25,000.00</b>