



## Funding Request Form FY2024

*Department should complete one form for each individual request*

**Department:**

Student Life Studies

**Program, Service or Operation Requested:**

Student Assistant wages

**General Description:**

The student assistants in the department not only perform office functions, they are an integral part of the assessment project process. They create online surveys in Qualtrics and paper surveys in PaperSurvey.io, send out survey invitations, and occasionally write project summary reports. They may also assist with running focus groups. With experience, student assistants also train others on Qualtrics. They serve as the frontline customer service representatives.

**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?***

This position helps the assessment project process and department functions run smoothly and efficiently. With their assistance, the department can get useful information back to our clients in a timely manner, so they can make decisions to improve the student experience. While we only employ 1-2 students, those students learn important critical thinking, communication, and technology skills that are useful in their future experiences. They also provide a student perspective in the assessment process.

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

This supports the Division goal of enriching the learning experience of students. For some students, there is direct applicability of their class work to their job. Even if there is not a direct connection, students are learning transferable skills and more about the Division of Student Affairs.

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

While not having student assistants for most of this past year, full-time staff have picked up duties, including creating surveys. In addition, where staff previously could have assigned students to write summary reports, they are writing all of them, which slows down the ability to get useable information to our clients in a timely manner.

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

We have been paying student assistants out of our reserve balance.

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

We will continue to track the efficiency in our in design and report writing phases of our processes.

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

We have been paying the student assistant position out of our reserve account, but that is not a long-term solution.

**Total Estimated Cost**

<b>Funding Description</b>	<b>Amount</b>
Student Assistant wages	\$10,000
<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	
<b>TOTAL INCREASE REQUESTED</b>	<b>\$10,000</b>