



Student Technology Fee Committee (STFC) Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2020-02-27 07:49:54

Date Due: 2020-02-28 17:00:00

Date Submitted: 2020-02-27 08:35:26

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: 2020-21 Media Services Student Technician

Request Description: Requests for student employees who will work with Media Services to support classrooms and student events.

ALLOCATION REQUEST INFORMATION

Department Name: Information Technology

Request Code: 20A0224

Contact Names: Paul Lovelady

UW Tacoma Affiliation: Staff

UWT Email Address: lovelady@uw.edu

Phone Number: 2536925742

Title of Request: 2020-21 Media Services Student Technician

Type of Request: One Time

Department Head Approval: Department Head: Patrick Pow

Annual Request Information

1. Background: Review and discuss the context of the proposed technology in detail. Explain how this proposal will be used in conjunction with an original proposal or existing technology. If applicable, how is the current technology disabled or inadequate?

The purpose of this proposal is to request continued funding for our Student Media Technician positions on campus. In 2006, Media Services and Student

Engagement established job positions for students to apprentice as media technicians to provide basic, preventive-media maintenance across campus, technical support at student-sponsored events, and assist Media Services with other campus needs. Thanks to STFC funding, we've trained and worked with a great group of students!

Our current STFC allocation is due to run out on June 30, 2020. To maintain these positions, we are asking for additional funds to continue technology support through June 30, 2021.

2. Benefit to Students: Discuss how students have benefited from the original proposal, if applicable. How will additional funding of the technology benefit students? If this was an unforeseen technology need, discuss how students will benefit from this new proposal and why the need cannot wait for annual allocation funding.

Media Student Techs are guided and trained by full-time, IT staff members, receive daily interaction with campus students, faculty and staff, and receive paid training on maintenance and operation of media equipment and classroom systems. The skills students learn on the job enhance potential careers they choose by gaining real-world experience. Student Media Techs also speak highly of the ability to remain on campus for work instead of commuting to an outside job.

The student body benefit by receiving no-cost, technical support in coordinating, setting up, operating and assistance of all student-sponsored events. This includes AV setup, running sound, lighting, projection and other media duties. Some past events include the Oscars, Movie Screenings, Open Mic Night, Comedy Night, Court 17 events, music performances and more. Students frequently express appreciation at having a dedicated student technician to be at their event to ensure the technical program goes smoothly.

We've also developed a thorough classroom maintenance program for the students to assist with. The Media Student Techs are trained in basic classroom maintenance during the evenings when classrooms are more accessible due to lower volumes of classes. After their training period, they perform audio/visual sweeps through classrooms, auditoriums and conference spaces, on a weekly basis. This insures all the classrooms are being evaluated and maintained each week. If larger issues are found, the student techs report the issue to professional Media Services staff for repair through our ticketing system, DeskPro. This gives the students great experience, while providing the student body with functioning and timely updates to media equipment for classes and events.

Next year, we will also introduce a limited rotation with the IT Helpdesk to provide them opportunities to discover more of the holistic support process. This will offer the techs a more well-rounded approach to classroom issues.

We currently have a student staff of three students who, depending on quarter and student class schedules, primarily work in the evenings. Also, based upon student event schedules, our Student Techs flex their hours to accommodate campus needs on weekends or busy evenings.

3. Access: Describe who will be using or will have access to the resources being proposed. If the access has changed since an original proposal, be sure to note that here. In addition, all previous requestors, please provide historic data highlighting the usage and accessibility of technology. All new requestors, please provide user need data.

Any currently registered UW Tacoma student can apply for the position.
 The position will be advertised on the UWT Handshake website - <https://www.tacoma.uw.edu/handshake>

4. Timeline: Provide a timeline showing how the proposed technology can be completed during the requested period. Describe when you would like to see this proposal initiated and completed, and why.

Funding would support this student opportunity from July 1, 2020 through June 30, 2021

5. Resources/Budget: Discuss available financial, personnel and space resources devoted to the proposed technology and level of support. Proposal must detail all the items/resources requested to be purchased. This includes filling out the Item Detail in next section.

The Information Technology department provides all training, management, administration and scheduling for Student Media Technicians. Since our students work throughout the year, including academic interims, we are asking for 2,300 hours for the year. Pay per hour will be \$13.50, with benefits at 23.5%, the total hourly pay comes to \$16.67. We are asking for \$38,346.75 for the fiscal year to continue supporting this student employment opportunity.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Media Services Student Technicians - SUM 2020-SPR 2021 + benefits	2300	\$16.67	\$0.00	\$0.00	\$38,341.00
OVERALL TOTAL:					\$38,341.00

