S

**Ethnic Student Center**

**ESC Admin Decision Package**

**Overview**

**Title:** Additional Program Assistant

**Contact:** Victoria Matey Mendoza

**Summary of proposal:** The Ethnic Student Center and Multicultural Center have expanded without the consideration of expanding staff. Our Program Assistants (Office Assistants) are mostly funded through work study. We want to continue that model but adding an additional departmental funded assistant. Currently we fund one out of the department—adding an additional position would allow for more support in the ESC and MCC.

**Total fiscal impact:** Salary $6,117 Benefits $214 Total: $6,331

**Information**

The Multicultural Center and Ethnic Student Center has expanded on all fronts—programming, space, utility etc. Though we do not have the funding to hire another pro staff to manage the space we would like to formally have an additional departmental program assistant (office assistant). We typically cover most of these positions with work study but it’s difficult to wait until people are awarded and start up the year smoothly. With two program assistants we can start off the year with two staff and then hire for work study.

**Fiscal Impact**

|  |  |  |  |
| --- | --- | --- | --- |
| Code | Description | Previously Allocated | Proposed Allocation |
| F601 | Additional Program Assistant | $6,117 | $12,234 |
| F900s | Fringe Benefits | $ 214 | $ 428 |

**Justification**

* What will be accomplished with the requested funding?

The needed support to start up the year.

* How will the requested funding impact your office?

It would allow us to not rely on work study which is a lengthy process.

* What alternatives are available if no funding is awarded?

Continue with a model that does not work with the expansion.