Materials, Services, Facilities and Technology Fee
Fiscal Year 2018-2019 Budget Request Form

DUE: Friday, January 19, 2018

If you have questions about this form, please contact Gina Matibag at (805) 437-3320
For additional information please consult the MSFT web page

▾ Application

Project or Activity Title

Graduate Studies Center: Graduate Studies Center Student Assistant

Requestor

Sara Alcala

Requestor Phone Number

8054373578

Requestor Email

sara.alcala@csuci.edu

Amount of MSFT Funding Requested

8032.50

Date Funding Needed by

as soon as funds become available

Are you a member of the Division of Student Affairs?

● No
○ Yes

Please select your AVP/Dean

Sevier, Brian - Dean, School of Education

Will you receive funds from any other source(s)?

● No
○ Yes

Has this project or activity previously received MSFT funding?

● No
○ Yes

Please describe how the use of MSFT funds for this project or activity will benefit the CI student body.

Please provide the following in your application. You may attach additional files as needed (applicants may be requested to meet with the committee to discuss proposals)

1. **Brief Project Description**

   Describe the project and its benefits to the educational or co-curricular experience of students at CI. Please provide specific information about how MSFT funds will be used and their impact on the campus. Please describe how this project benefits CI students? Please describe items and provide justification if your request includes the purchase of computers, equipment, furniture or other materials. Please provide a timeline for implementation of the proposed project. If physical improvements are requested please describe need, scope and impact of work to be completed. If the project includes provision of services please indicate the type of service, personnel costs and level or quantity of service to be provided with project funds.

2. **Project/Activity Budget**

   Please enclose a complete detailed budget of the entire project. Indicate specific items of requested MSFT funding including (where applicable) a schedule and priority of project items to be considered if the project is funded at a reduced level. Were other, less costly, approaches considered when preparing the budget for the project? Are there elements that could be eliminated or deferred if funding is not available for the entire project?

3. **Project Assessment**

   Describe how the effectiveness of the project will be assessed and measures that will be used to determine if it has attained its objectives. Please note a report will be due at the end of the semester (or fiscal year for annual projects). If funded, how will the project acknowledge the use of student funds so that students are aware that their student fees made (or helped to make) it possible? If appropriate, indicate how the project or activity promotes sustainability at CI.

4. **Sources of Project Support**

   Please list the other sources of funding, and additional support for the activity. If this project or activity has been conducted previously please indicate how it was funded. Please explain if MSFT is the only source of support for the project.

Brief Project Description

The Graduate Studies Center is requesting funding for an undergraduate or post-bacc student to serve as a student assistant to support the scheduling of student appointments, scanning and filing of documents and overall, front office support. The student's primary duties will focus on front office duties, preparing, scanning and updating documents for CI's graduate programs. They will also assist with workshop coordination that will benefit and serve all CI students. This student assistant will also provide general and clerical assistance for the GSC, assist in marketing and outreach for the Graduate Studies Center and assisting with GSC daily tasks, updating calendars and maintaining GSC campus community outreach efforts.

Brief Project Description Additional Documents

Project/Activity Budget

Undergraduate/ Post-Bacc CI Student Employment:
51 weeks (year round support requested)
15 hours/week
$10.50/hour (Skill level 1)
Total: $8032.50

Project/Activity Budget Additional Documents

Project Assessment

Regular assessments via Qualtrics are completed to gauge the effectiveness of our staff, services and other student support that we offer. The supervisor for GSC student assistants regularly meets with and evaluates the student assistants on their

training, progress and support they provide to the Graduate Studies Center.

Project Assessment Additional Documents

Sources of Project Support

MSFT is the only source of support for this position for 18-19 Academic Year.

Sources of Project Support Additional Documents

Fiscal Management:

Project sponsor's unit or department may be responsible for incurred over and above what is funded through the MSFT. If support is requested for costs beyond initial award, or for use on activities or materials not included in approved proposals, the project sponsor must seek approval from the MSFT committee. The project sponsor will be responsible for managing purchases and transfers of funds related to approved projects.

Please review MSFT web page for information about the fund and its objectives before submitting your application.

| ✏ Sara Alcala | Jan 19 2018 |

▾ AVP/Dean Review

☑ I approve of this MSFT Fee Application

| ✏ Brian Sevier | Jan 20 2018 |