UNIVERSITY of WASHINGTON TACOMA

Student Technology Fee Committee (STFC)
Special Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: `2023-11-09 13:58:57`   Date Due: `2023-11-10 12:00:00`   Date Submitted: `2023-11-09 14:16:46`

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: `IT Trainees Program`

Request Description: `IT Trainees Program`

ALLOCATION REQUEST INFORMATION

Department Name: `Information Technology`   Request Code: `23S0419`

Contact Names: `Keiji Oka`   UW Tacoma Affiliation: `Staff`

UWT Email Address: `oka@uw.edu`   Phone Number: `692-5610`

Title of Request: `IT Trainees Program`   Type of Request: `One Time`

Department Head Approval: ✔   Department Head: `Patrick Pow`

Special 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?

We are requesting for STFC help fund the minimum wage increase for the IT Trainees Program. Starting January 1, 2024, the state of Washington's minimum wage will increase to $16.28. STFC approved our annual allocation under proposal number 23A021. We are requesting for half of those hours and benefits to be increased by $0.54 each. The total amount would be $1,167.08

IT currently employs seven student trainees to provide basic level IT support. This program has proven to be successful, as all of the 2022 student trainees continue to enroll at UW Tacoma and all of them still work in IT Department. Six of these student workers have expressed interest in technology-related majors or are already in SET program. I am happy to say that all of them are enjoying working at IT HelpDesk. Students have said that they gain transferable skills, interpersonal skills, and time management skills. This job allows the flexibility to work and go to the school unlike other employers. Therefore, IT requests STFC funding to continue this IT student trainee program in the 2023-2024 academic year.

2. Benefit to Students: Discuss how students have (for returning applicants) or will (for new applicants) benefit from this technology. How will additional funding of the technology benefit students?

IT usually would like to recruit up to six student trainees in early Fall Quarter. But we hired 7 trainee students this Fall Quarter because of the number of student workers who had graduated. Each of the student workers will initially work for no more than 10-15 hours per week. IT will check with these trainee students regularly to make sure their top priority is to do well in their academic work as well as gain work experience on campus in the IT department. This program will provide a highly successful win-win-win scenario for STFC, all UWT students and the trainees themselves because many equipment items funded by STFC will be checked and cleaned regularly, while the student workers receive on the job training. It is important and beneficial for the trainee students to do well academically. Working on campus in IT Department will result in less of a chance for them to drop out and more likely to be successful academically.

Duties of the trainee students are as follows:

1. Check Print Stations
   - Check Toner
   - Functions correctly
   - Clean
   - Clear paper jams if necessary
2. Check Computer Stations
   - Check if monitor is working correctly
   - Check to see if they are able to login
   - Check network connection
   - Check to see if it prints correctly from the computer
3. Check Digital Signage Displays
   - Check to see if they are working correctly and continuously
   - Tidy up cables if necessary
4. Lab/ Classroom Computers
   - Clean up keyboards, mice, and monitors (Once a Month) in the Open labs
   - Clean up keyboards, mice, and monitors (Once a Month) in the computer classrooms
5. Laptop Cart
   - Deliver to the beginning of classes when instructors require all students to use computers in their classes
   - Check back in the laptop computers after classes, clean and recharge them for the next classes
   - Deliver to the Exam Cram Events (e.g. WPH) where students studied for finals from 6:00 to 10:00 pm before the examination week
6. HelpDesk
   - Shadow Helpdesk Assistants (who are also student workers, but with more experience and skills)

3. Access: Describe who will be using or will have access to the resources being proposed. In addition, all previous requestors, please provide historic data highlighting the usage and accessibility of technology. All new requestors, please provide user need data.

All currently registered students can apply for this position. We will give priority to work-study students first as a cost-saving measure. We will advertise these positions on Work Study Office web site and HandShake. While all 1st year UW Tacoma students are eligible to apply for these trainee jobs, some 1st year students have more technology skills. First year students with more technology skills along with 2nd year and upper-level students may also apply for this job as well as other IT jobs such as the regular IT helpdesk support student technician, IT student field work technician or Media Services student technician position.

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.

Upon approval for funding, IT will start recruiting in early summer and early Fall Quarter. It is usually expected up to 6 students will be offered the IT trainee positions in 2023-2024 year.

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.

IT requests funding to hire up to six first year trainees who must be first time and full time university students, on a first come first hire basis.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
UWT Trainee Students	1750	$0.54	$0.00	$0.00	$945.00
Benefits (23.50% of Salary $945)	1	$222.08	$0.00	$0.00	$222.08
				OVERALL TOTAL:	$1,167.08