UNIVERSITY *of* WASHINGTON TACOMA

Student Technology Fee Committee (STFC)
Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: `2024-01-29 15:29:25`   Date Due: `2024-02-07 17:00:00`   Date Submitted: `2024-01-29 15:47:16`

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: `IT Trainees Program`

Request Description: `IT Trainees Program`

ALLOCATION REQUEST INFORMATION

Department Name: `Information Technology`   Request Code: `24A0430`

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`

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?

IT currently employs four first-year student trainees to provide basic level IT support. This program has proven to be successful, as all of the 2023 student trainees continue to enroll at UW Tacoma and all of them still work in IT Department. All 4 student workers have expressed interest in technology-related majors. In the past several years all of them gave very positive feedback. Students have said that they gain transferable skills, interpersonal skills, and time management skills. They all stayed with UW Tacoma. 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 2024-2025 academic year. This is a continuous initiative, which has been funded for years.

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 would like to recruit up to six trainee student trainees starting Summer Quarter. Each of the student workers will initially work for no more than 10-12 hours per week. IT will check with these student trainees 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 first-year 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 1st year students are as follows:

1. Check Print Stations
    a. Check Toner
    b. Functions correctly
    c. Clean
    d. Clear paper jams if necessary
2. Check Computer Stations
    a. Check if monitor is working correctly
    b. Check to see if they are able to login
    c. Check network connection
    d. Check to see if it prints correctly from the computer
3. Check Digital Signage Displays
    a. Check to see if they are working correctly and continuously
    b. Tidy up cables if necessary
4. Lab/ Classroom Computers
    a. Clean up keyboards, mice, and monitors (Once a Month) in the Open labs
    b. Clean up keyboards, mice, and monitors (Once a Month) in the computer classrooms
5. Laptop Cart
    a. Deliver to the beginning of classes when instructors require all students to use computers in their classes
    b. Check back in the laptop computers after classes, clean and recharge them for the next classes
    c. 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
    a. 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 trainee students can apply for these positions. We will give priority to work-study students first as a cost-saving measure. We will advertise these positions on the UWT Human Resources job website. While all UW Tacoma trainee students are eligible to apply for these trainee jobs, some trainee students have more technology skills. First year students with more technology skills along with 2nd year and upper level students may also apply for 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 lsummer and early Fall Quarter. It is expected up to 6 first year students will be offered the IT trainee positions in 2024-2025 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 trainees students 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 First Year Students - Trainee	3500	$16.28	$0.00	$0.00	$56,980.00
Benefits	56980	$0.24	$0.00	$0.00	$13,390.30
				OVERALL TOTAL:	$70,370.30