



Student Technology Fee Committee (STFC) Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2024-02-02 07:24:01

Date Due: 2024-02-07 17:00:00

Date Submitted: 2024-02-02 07:41:47

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Student Media Techs

Request Description: Student techs who run AV support for RSO and student events, provide preventative testing of classroom AV and assist Media Services with other tasks.

ALLOCATION REQUEST INFORMATION

Department Name: Information Technology

Request Code: 24A0450

Contact Names: Paul Lovelady

UW Tacoma Affiliation: Staff

UWT Email Address: lovelady@uw.edu

Phone Number: 2536925742

Title of Request: Student Media Techs

Type of Request: Continuous / Ongoing

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 Event and Media Technician positions on campus. Since 2006, when this position was initially funded by STFC, we've provided student employees the opportunity to apprentice as media technicians that set-up and provide technical AV support at student-sponsored events, basic and preventive AV media testing across campus, and assist Media Services with other campus needs.

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?

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 basic maintenance and operation of media equipment for events and campus audio/visual 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 setting up, operating and assistance for student-sponsored events. This includes AV setup, running sound, camera operation, lighting, assisting with virtual and hybrid components, projection, troubleshooting and other media duties. Some past events include proms and dances, convocation, Oscars, Movie Screenings, Open Mic NightS, Poetry Readings, Comedy Night, Court 17 events, music performances, end-of-year RSO events, award shows, and more. Student organizers frequently express appreciation at having a dedicated student technician scheduled for their event to ensure the technical program goes smoothly.

We've also developed a thorough AV systems testing program for the students to participate in. The Media Student Techs are trained in basic classroom troubleshooting during the evenings when classrooms are more accessible due to lower volumes of classes. After their training period, they perform preliminary audio/visual sweeps through breakout rooms, classrooms, auditoriums and conference spaces, on a weekly basis. This assures all systems are being evaluated on a routine basis.

If larger issues are found, the student techs report the issue to Media Services staff through our ticketing system, DeskPro. They are often the first identifiers of needed maintenance or repairs for these spaces.

This gives the students great experience, while providing the student body with functioning and timely updates to media equipment.

We currently have four (5) Media Student Techs on-schedule and plan to have four (4-5) again next year. Depending on quarter and student class schedules, they will primarily work in the late afternoons and evenings. Also, based upon student event schedules, our Student Techs flex their hours to accommodate campus needs on weekends, or other off-hours.

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.

Any currently registered UW Tacoma student can apply for the position. Open positions will be advertised on the UWT Handshake website - <https://www.tacoma.uw.edu/handshake> - and social media via Dubnet. Students do not need to have previous AV experience as they are provided training.

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, 2024 through June 30, 2025.

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 Technician. Our student techs work throughout the calendar year, including academic interims.

We are asking for 2000 hours for this cycle.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Media Tech - Hourly Rate	2000	\$16.50	\$0.00	\$0.00	\$33,000.00
Media Tech - 23.5% Benefits	2000	\$3.88	\$0.00	\$0.00	\$7,760.00
OVERALL TOTAL:					\$40,760.00