UNIVERSITY *of* WASHINGTON TACOMA

Student Technology Fee Committee (STFC)
Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: `2026-01-08 10:30:21`   Date Due: `2026-01-09 11:59:00`   Date Submitted: `2026-01-08 10:44:51`

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: `IT Student Workers`

Request Description: `IT Student Workers`

ALLOCATION REQUEST INFORMATION

Department Name: `Information Technology`   Request Code: `26A0540`

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

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

Title of Request: `IT Student Workers`   Type of Request: `Continuous / Ongoing`

Department Head Approval: ✔   Department Head: `Bill Fritz`

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?

We are requesting STFC to help fund IT Student Workers as well as IT Trainee Workers. We requested 2 separate proposals (IT Student Workers and IT Trainee Workers) in the past, but STFC combined our last proposals into one, and we liked the idea of making one proposal for both student workers. We will be spending at least $17.63/hour plus benefits on IT student workers and $17.13/hour plus benefits on IT Trainee Workers to keep the WG 108 lab /CP 005 Open Lab/student helpdesk WG 108/student laptop checkout open during the quarter. More and more students are coming back to campus now, and we are getting busier than the previous year. For example, in 2023 we had a total of 7,077 students came to our lab. But in 2024, we had 9,059 students even with the power outage in summer. In 2025, 10,658 students came to our IT Helpdesk/Labs. This proposal does not include breaks when we are still very busy and still need to be staffed. Currently we are staffing approximately 12 student workers and 5 trainee student workers per quarter to keep both WG 108 and CP 005 open labs open. We will try to hire more work study students due to the limited budget we have, but we would also like to employ regular (non-work study) students who were also well-qualified for this position. This is a continuous initiative, which has been funded for years.

Due to the request and needs of the students, the open computer labs are open from 7:30am to 9:00pm Monday – Thursday, and Friday from 7:30 AM – 3PM (5PM for Helpdesk), Saturday: 9 AM – 5 PM.

This proposal is to ask STFC to help fund $237,342.30 (combining IT student workers and IT trainee students) in order to make our UWT computer labs, Helpdesk, and laptop/media equipment checkout available to students. We are requesting for more funding this year because the minimum hourly wage went up compared to last 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?

Our main goal is to ensure that there will always be student workers available to help students in using WG 108 lab / CP 005 Open lab, student Helpdesk WG 108, and checking out student laptops & media equipment.

After the pandemic, more students are coming back to campus each year. It's essential to keep our labs and Helpdesk open for students. If the budget is approved, we can hire qualified individuals for this job whether they are work study students or not.

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.

Only UWT students will be hired to fill this position.

The UWT computer labs are open to all students, faculty and staff. Students are the primary customers and they have priority over staff and faculty. The scheduled hours are:

WG Lab/Helpdesk

Monday-Thursday 7:30 AM - 9:00 PM, Friday 7:30 AM – 3 PM (5PM for Helpdesk), Saturday: 9 AM – 5 PM

CP005 Open Lab

Monday - Thursday 10:00 AM to 6:00 PM, Friday – 10:00 AM to 3:00 PM, Saturday – Closed

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.

All hiring will take place once the funds are granted.

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.

Computers Services will do all the hiring

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
IT Student Worker Hours	7500	$17.63	$0.00	$0.00	$132,225.00
Benetits of IT Student Workers (23.5% of salary)	132225	$0.24	$0.00	$0.00	$31,072.88
First Year Students - Trainee Hours	3500	$17.13	$0.00	$0.00	$59,955.00
Benetits of First Year Student Workers (23.5% of salary)	59955	$0.24	$0.00	$0.00	$14,089.43
				OVERALL TOTAL:	$237,342.30