

Student Employment FY15 Budget Request Summary Spreadsheet

[illegible]

Department Name:	Equestrian Studies	Banner FOAPAL:	XXXXX-XXXXXX-XXXXX-XXX
Budget Officer: (Primary Contact)	Benjamin Rush	Secondary Contact:	Charles Nisbit

Key for budget rankings:

- Critical:** Funding is essential in order for the department to be able to fulfill their mission.
- Important:** Funding is requested in order for the department to continue operations to its fullest potential.
- Desired:** Funding is preferred to ensure continued operations, but funding does not affect the overall mission of the department.

Position Title:	Department Office Assistant		
Core Operational Hours:			
Day(s) of Week:	Specific Hours:	Ranking:	
Monday-Friday	9:00-11:00am	Desired	
Monday-Friday	Noon-1:00	Critical	
Monday-Friday	1:00-2:00	Important	
Monday-Friday	2:00-4:00	Important	
Specific Position Duties:			
Duties: (list each one separately)		Percentage:	Ranking:
1. Provide general office support: Answer phones, Schedule appointments, make copies, deliver mail, assist with other office duties as needed		20%	Important
2. Perform marketing efforts for the department: Create and distribute marketing materials to advertise department, programs and events		30%	Critical
3. Website design, development and maintenance.		15%	Important
4. Work with professors and departmental employees on special projects as needed: Some of these projects include cataloging resources, performing research and writing assignments for specific topics, creating spreadsheets for analysis, and working with industry specific software programs to enhance department capabilities.		35%	Critical
Describe how the duties listed above are vital to departmental operations. Please be specific.			
In our department we support greater than 225 student majors each year. Throughout the academic year, our department brings in alumni resources, outside personnel, and external resources to supplement the educational experience. Student workers allow us to better serve the students and campus by engaging them in experiential learning. Having student workers allows our department assistant and the professors to work more efficiently and effectively.			
Describe how the duties listed above align with your departmental mission and the mission of the College. Please be specific.			
Working within our department allows the student employees to comprehensively involve themselves in the educational experience. Performing marketing tasks, website tasks and assisting with departmental programs the students will be immersed in the overall goals and efforts of the department. Students will have the independence to work creatively on projects and to actively engage in decision making and planning. Student workers will be responsible to others individually and in community. This sense of responsibility will be shared within the department and theirs contributing to the overall success of the college.			