Department Name	Equestrian Studi	es					
Banner FOAPAL	110100-xxxxxx-x						
Budget Officer (Primary Contact)	Benjamin Rush		Email	rushb@dickin	son.edu		
Secondary Contact:	Charles Nisbit		Email	nisbitc@dicki			
	Onanes Misbit		Linai	113bite @dicki	13011.000		
	Category						
Position Title	(A, B, C, D)	# of Positions	Hrs/Week	Wks/Year	Hourly Rate	Total	
1 Oshion Thie	(A, D, C, D)		0	7		\$0.00	
Department Assistant	A	3	11	-	7.65	\$0.00	
Department Assistant	A	0	0		0.00	\$7,008.00	
		0	0	Ţ	0.00	\$0.00	
		0	0	-	0.00	\$0.00	
		0	0	-	0.00	\$0.00	
		0	0	-	0.00	\$0.00	
		0	0	÷	0.00	\$0.00	
		0	0	÷	0.00	\$0.00	
		0	0	-	0.00	\$0.00	
		0	0	-	0.00	\$0.00	
		0	0	-	0.00	\$0.00	
		0	0	-	0.00	\$0.00	
	-	0	0	÷	0.00	\$0.00	
		0	0	-	0.00	\$0.00	
		0	0	-	0.00	\$0.00	
		0	0	-	0.00	\$0.00	
		0	0	-	0.00	\$0.00	
		0	0	-	0.00	\$0.00	
		0	0	-	0.00	\$0.00	
		0	0	-	0.00	\$0.00	
	-	0	0	-		\$0.00	
		0	0	-	0.00	\$0.00	
		0	0		0.00	\$0.00	
	-	0	0	-	0.00	\$0.00	
	-	0	0	-	0.00	\$0.00	
		0	0	-		\$0.00	
Total		3		÷	0.00	\$7,068.60	
10141		0		1		<b>\$</b> 1,000.00	
	C	ategory A-\$7.40-7.9	0 por bour				
Job Duties		Experience	Skill L	aval	<u> </u>	pervision	
Performs routine tasks as assigned.	No prior work ex				Person will be		
Work entails well-defined procedures.	necessary.	perience is	No special skills	s required.		have no decision	
Work entails weil-denned procedures.		ategory B-\$7.55-8.0	15 per hour		Supervised and		
Job Duties				aval	S.	Inervision	
General tasks with simple to moderate	Required Experience		Skill Level		Supervision		
difficulty.Work entails well-defined		Some previous education or work					
procedures.	experience is rec	quired.	is required.		some decision	making authority.	
procedures.		ategory C-\$7.80-8.3	0 per hour				
Job Duties	1			evel		Inervision	
000 Duiles		Required Experience Moderate level of work experience		Skill Level Possess' the knowledge and		Supervision Person will have limited supervision	
Requires special skills, knowledge or	or knowledge is	required (minimum	im skills to perform and will have some decision				
abilities. Work entails general guidelines	6 months)		independently w		authority.		
	/	ategory D-\$8.05-8.5		nar or without	autionty.		
Job Duties		Experience		aval		Inervision	
Requires advanced specialized skills,	High-level of pre		Skill Level Ability to multitask with strong		Supervision Person will have minimal		
•				-			
knowledge or abilities. Tasks may be	experience or kn		attention to deta		supervision. T		
difficult and complex in nature.	required. (minim	uni or i year)	perform require	u skilis With	uecisions and	act independently.	

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

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 Offi	ce Assistant		
Core Operatio	nal Hours:			
Day(s) of Week:		Specific Hours:	Ranking:	
Monday-Friday Monday-Friday Monday-Friday Monday-Friday Specific Position Duties:		9:00-11:00am Noon-1:00 1:00-2:00 2:00-4:00	Desired Critical Important Important	
<ol> <li>Duties: (list each one separately)</li> <li>Provide general office support: Answer phones, Schedule appointments, make copies, deliver mail, assist with other office duties as needed</li> <li>Perform marketing efforts for the department: Create and distribute marketing materials to advertise department, programs and events</li> <li>Website design, development and maintenance.</li> <li>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.</li> </ol>		Percentage:	Ranking:	
		20% 30% 15% 35%	Important Critical Important Critical	

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.