



Request for ESC Office Assistants

Proposed Motion: *Motion to approve allocated funding to pay for ESC office Assistants in the ESC*

Sponsor: *ESC Coordinator- Nate Panelo*

Persons of Contact: *ESC Staff*

Guest Speaker: *Nate Panelo*

Date: 1/2/15

Attached Document

Attached: *ESC Hourly Office Assistant JD 2014 final*

Background & Context

Currently, all ESC front desk assistants have been paid through work-study approval with the financial aid. This year, many of our qualified applicants were either non work-study status or have not properly applied for work-study in the beginning of the quarter. Also, there was a hold with current hiring procedure going through personnel office for work-study positions. The process took longer than expected to get interviews (finding students to sit on hiring committee, applicants not approved for work-study yet, Financial Aid status, HR paperwork). Initially, we wanted to have hiring completed before the year started, but because of work-study status, application viewing didn't happen until late October. We lost many qualified applicants to other offices because their hiring was more efficient. Typically this happens every year with our front desk. As of now, we are in the process of hiring one Desk Assistant, as our work-study in the fall graduated.

Summary of Proposal

Our front desk staff is the first line of communication to our constituents who come into the ESC. They are a crucial part of our operations. We are hoping to hire a wide applicant pool where the AS would support and fund these positions, rather than relying on financial aid status. We would like to have this/these position(s) approve and hired as soon as possible as we will not have front desk in winter quarter. I would propose to have at least one office assistant be paid by the AS, ideally 2 from the AS, and at the most 3. My goal for the ESC is to have four Assistants total for the year, including work study. Pending on how many positions the board approves to pay for, we will then be advertising the remaining number of assistants as work-study.

Fiscal Impacts

Office Assistants will be paid under Program Support Staff 2 wage, ~\$9.47 per hour for 12-15 hours per week. If hiring starts on Jan 20th, that will be 19 weeks including finals and 3 more holidays. Total ~\$2700 per position at 15 hours a week. 2 positions would cost \$5400 and 3 would be \$8100.

Please keep in mind if the board approves offices assistants this year, the hope would be that budget for next year would be for the whole year as well. With 33 weeks the whole year the budget would be around \$4700 for one position.

Rationale

This proposal opens up more opportunities for students to get involved with the AS. Our offices assistants have gone on to be presidents for clubs/orgs, AS employees, community leaders, and even on the AS board of directors. By making this position paid by the AS, this opens up the position for students not to rely on financial aid for income. This will serve students who are not getting the financial support they need from parents, financial independent students, students without papers, and many other students who need more support navigating higher education.