

One-Time Request

FY 23-24

CENTER FOR STUDENT MEDIA

Instructional Assistant for Center for Student Media –
Media Services

Additional One - Time Funding Request for FY 23

Instructional Assistant for Center for Student Media – Media Services

FY 23 One- Time Funding Total: \$ 4,594.04 (4 months)

Salary& Benefits: \$4,334.00

UH Administrative Charge (6.0%) : \$ 260.04

The Center for Student Media has seen great success and growth with the participation of graduate students. At the same time, Media Services, which provides videography, photography, and other digital media needs, has seen a 47.5% increase in requests in FY 21 and 52.3% in FY 22. This growth has been significant for the media services business but impossible to manage with a staff that includes only one full-time professional and four work-study students with media experience. We now need a hands-on assistant that can take the lead on some of these additional media services requests.

We request one-time funding to create an instructional assistantship opportunity for a graduate student to work on Media Services. This position would assist with evening and weekend media service requests from UH departments. Furthermore, this position will provide a graduate student with experience in photography, digital media editing, and creation.

To solidify support for CSM Media Service's continued growth, the Center for Student Media requests additional FY 23 one-time funding to support the hiring of an Instructional Assistant for the Center for Student Media – Media Services in May of 2024.