

Proposal for a Temporary Part Time Staff

This proposal is to request our student assistant, Amanda Maldonado, currently Administrative Assistant, be moved to a temporary part-time staff position. We have a student assistant that will be leaving ASI for a position in their career path. Their last day will be October 30, 2020.

Amanda graduated Spring 2020, but completed her courses Summer 2020. University policy with regards to student assistants allows students to work up to one-term once they have graduated. Therefore, her final term would be the end of Fall 2020.

The need to hire someone that has knowledge of the organization is very crucial. As we continue to operate virtually during the pandemic, the need for efficiency and consistency is very important to the continued success of Associated Students, Inc (ASI). The hiring and virtual training of new staff at this time would be an added challenge. Given that we will be virtual through Spring 2021 makes this a good option. Amanda has been with ASI a little over three years. She started as Office Assistant and then moved to Administration Assistant. She has learned a great deal of the operations of the organization and has the respect of FT Staff, student staff, and ASI members.

Below are the details:

Department: Amanda will remain in the Administrative Department

Job Title: Administrative Assistant

Department Contact Person: Dena Florez

Timesheet Supervisor: Dena Florez

Number of Hours per Week: 20-29 hours per week, not to exceed 1,000 per year.

Duties Performed: See Attachment

Requested Start Date: As Soon as Approval is granted

Requested End Date: June 30, 2021*

Fiscal Impact:

Budget for Student Assistants (Administrative Department)	\$63,000.00
New Budget for Student Assistants (Administrative Department)	\$58,149.00**
Savings	\$ 4,851.00

**This date is flexible.*

***Based on 29 hours per week beginning November 2 thru June 30, 2021. Hours may vary, but will not exceed 29 hours per week. Estimate also takes into consideration the reduced hours of the student assistant that is leaving as well as the hours worked to date by Amanda Maldonado.*

Thank you in advance for your thoughtful consideration of this request.