

One-Time Request

FY24

CENTER FOR DIVERSITY AND INCLUSION

Student Office Assistant – RDPE Coordinator

FY 2024 One Time Request – Student Office Assistant – RDPE Coordinator

The Center for Diversity and Inclusion is seeking funding for one (1) student office assistant whose duties will focus on supporting the REACH Diversity Peer Educator Program.

About SOA: Our student office assistants (SOAs) play a critical role within the Center for Diversity and Inclusion. They help with workshop and event check-in, greet guests in the center, and support the diverse student-focused initiatives that come out of our office. Students who work in the Center for Diversity and Inclusion report many benefits. They increase their knowledge of campus resources, develop an increased sense of belonging and connectedness to campus, they learn about themselves and others, enhance their public speaking skills, all while playing a critical role in helping the CDI team make student-centered decisions and enhance our programs and services. We currently employ three SOAs.

About RDPE: The REACH Diversity Peer Educators are a group of 12-15 *student volunteers* who provide educational and cultural experiences for students to increase cultural awareness and understanding. They facilitate cultural conversations, provide event support, build community (virtually and in-person) and help market the Center's programs and initiatives. The program is overseen by a Program Manager who integrates professional and student development into the program.

Problem: Running the successful RDPE program is very time consuming and requires a lot of support. Today's UH college students are very busy and recruiting a returning RDPE who is familiar with the program and willing to commit 15 hours a week as a volunteer has been difficult. As a result, the center utilizes one of our student office assistants to serve as the RDPE Student Coordinator, splitting their time in the office between general office support (10 hours) and assistance with the Reach Diversity Peer Educator Program (10 hours). However, the split time results in not enough time given to either role. Often, weekly tasks needed by the CDI Team are not able to be completed on time by the SOA and the Program Manager responsible for the RDPE program is frequently picking up additional last minute tasks that the student employee was not able to complete in their 10 hours/week.

Solution: We are requesting funding for one additional SOA for the Center whose duties will primarily focus on the RDPE program. This will provide the CDI team with additional administrative support, give another student the benefits of working in CDI and will improve program support.

DSAES Strategic Initiative:

DSAES Strategic Initiative:

Student Success: Champion exceptional opportunities and services to support all UH students.

- SS1: Engage all students to intentionally develop leadership qualities, critical thinking and communication skills, diversity competencies, and personal growth.
- SS2: Expand diverse experiences on exploration and education while identifying and meeting the needs of our student population through supportive, inclusive environments.

Resources: *Evaluate, actively pursue, and leverage resources to enhance the UH experience.*

- R1: Evaluate resources to identify opportunities for efficiency, improvement, and transformation.

Budget Breakdown

Fall 2023 and Spring 2024

36 weeks x 20 hours/week x \$9.50/hour x 1 student = \$6,840

Summer 2024

15 weeks x 20 hours/week x \$9.50/hour x 1 student = \$2,850

Funding Request

Fall/Spring	\$6,460
Summer	\$2,850
Admin Fee	\$581.40
Total	\$10,271.40