



One Time Request- Instructional
Assistant for Center for Student
Media – Media Services



CENTER FOR STUDENT MEDIA



FY 25-26

FY 26 One-Time Funding Request: CSM Instructional Assistant, Media Services

Total: \$18,375.15 (12 months)

Salary & Benefits: \$17,335.89

UH Administrative Charge (6.0%): \$ 1040.15

The Center for Student Media (CSM) has experienced tremendous growth and success, driven in part by the valuable contributions of graduate students. Our Media Services division, which handles videography, photography, and various digital media needs, has seen a steady and significant rise in service requests over recent years, reflecting the increasing demand for high-quality media support across campus.

As our media services expanded, it became difficult to keep up with the growing requests with only one full-time professional and a small group of work-study students. The situation became challenging until SFAC provided one-time funding for an instructional assistant in media services in FY24 and FY25. This support has been transformative, allowing us to handle service requests efficiently without delays and providing critical media services to the university.

Looking ahead, we are eager to continue this momentum and enhance the experience for both the university and graduate students. We are requesting base funding to sustain the instructional assistantship opportunity for a graduate student, enabling them to contribute to our Media Services while gaining hands-on experience in photography, digital media editing, and content creation. This role is crucial for managing media service requests during evenings and weekends and meeting the varied needs of various UH departments.

In addition to supporting the university's media needs, this initiative offers graduate students a unique opportunity to immerse themselves in student life and develop practical skills that will enhance their professional careers. By continuing to invest in the instructional assistant position, we can ensure CSM Media Services' growth while fostering the next generation of media professionals.

The Center for Student Media respectfully requests continued one-time funding for FY 26 to sustain the Instructional Assistant for Media Services. Your continued support will enable us to provide essential services to the university community and help our graduate students thrive in meaningful, career-building roles.