

Monday, June 28, 2021

To whom it may concern:

I am writing to propose the implementation of the project, Defining our Future as Student Employees (DFSE), at a division level to establish the foundation for campus implementation. This project will be implemented under the mentorship of Dr. Samuel Sudhakar, VP for Information Technology Services. Our student assistants play an integral part in ensuring the success of our university operations. Working on campus is a stepping stone in achieving success, however many students have difficulty finding full-time employment after their graduation.

Our university is restricted to only allowing students to work a maximum of 20 hours per week and compensation begins at minimum wage. In my experience as a department timekeeper, the majority of the student employees had at least another job to pay for bills. As a university, we can't offer our students the financial compensation they seek, but we can offer the opportunity to learn from divisions, faculty, and staff members that help maintain the day-to-day operations of a university that strives for the success of students. The implementation of this project would ensure our student assistant are learning about themselves, honing their skills, and building their professional network.

The goal of this project is to better prepare our student employees to enter the workforce by providing professional development opportunities. DFSE would reach three main objectives:

1. DFSE will promote academic excellence by establishing a 3.0 minimum GPA requirement during the duration of employment.
2. DFSE will develop a diverse skillset for student employees by offering job shadowing in all areas of the division, group projects to encourage creativity and innovation, and leadership opportunities.
3. DFSE will ensure student employees are developing their career readiness by requiring students to attend at least two career center workshops per semester throughout the duration of their employment.

As student employees are recruited, they will evaluate and rate their intrapersonal and interpersonal skills and submit a career readiness evaluation. These responses will be utilized as a working map for students to identify their strengths and weaknesses. Their academic success will be monitored throughout their employment to ensure they maintain a 3.0 GPA for both semesters. To facilitate academic success, the division will ensure a designated study area around work areas to focus on homework. Supervisors will have monthly or biweekly check-ins with students to provide feedback, ensure skillset progress, and adjust student objectives.

During the employment contract, DFSE will develop the student's skills based on their initial evaluation. Students will be able to participate in cross trainings by participating in a rotation schedule between different departments and areas in the division. Based on their career readiness evaluation, students will be able to shadow staff members in different areas of the division to explore different careers. They will also gain collaboration and leadership skills by creating, implementing, and executing projects to improve the

operations of the division. This program will ensure students have access to professional development opportunities such as workshop, internship, and scholarship opportunities.

During the separation process, students will evaluate and rate their intrapersonal and interpersonal skills. They will also re-evaluate their career-readiness evaluation. This will help evaluate and measure the development of the program and continue developing new ways to help our students succeed in the workforce.

Our student employees are essential to our daily operations. They are the ones that help staff members provide a better service to our university. For everything they do for us, let us do something that can ensure their success after they complete their employment at our university. Thank you for your consideration in implementing this project.

Sincerely,

Stephanie Garcia

Administrative Support Assistant
Academic Technologies & Innovation (ATI)
Information Technology Services
Email: stephaniebianeth.garcia@csusb.edu

I approve this project proposal.

Dr. Samuel Sudhakar, VP for Information Technology Services
SSudhakar@csusb.edu

6/28/2021

Mail - Stephanie Bianeth Garcia - Outlook

HETS application project letter signature request

Stephanie Bianeth Garcia <StephanieBianeth.Garcia@csusb.edu>

Mon 6/28/2021 9:53 PM

To: Samuel Sudhakar <SSudhakar@csusb.edu>

Bcc: Bradford Owen <BOwen@csusb.edu>

 1 attachments (135 KB)

HETS Project Letter.docx;

Dear Dr. Sudhakar,

Thank you for your support of my application to the HETS Leadership Academy. If you approve it, would you please sign and return by reply the attached HETS project proposal?

Kind regards,

Stephanie Garcia