

UNIVERSITY OF COLORADO
STUDENT UNION

Sponsored By: Executives: Tad Miller
Rich Ling

A BILL

BILL SUMMARY

To fund initial costs of a UCSU/Financial Aid Student Employment Agency.

BE IT ENACTED by the Executive Council of the University of Colorado Student Union, THAT:

SECTION 1: UCSU shall allocate \$7,780 from Central Reserve to initiate the UCSU/Financial Aid Student Employment Agency proposal to perform the following functions.

A full-time staff member coordinating the Job Location and Development Program with assistance from two or three work-study students would provide the following services:

1. Re-establish lines of communication between the University and off-campus employers.
2. Provide public relations for the University.
3. Provide part-time or full-time temporary or summer job opportunities for eligible students.
4. Provide adequate service to off-campus employers.
5. Advertise job opportunities for students.
6. Development of additional off-campus employment opportunities.
7. Counsel individual students on employment opportunities as needed.
8. Compile a list of students available to work, by skills, for availability of off-campus employers.
9. Refer qualified applicants to employers.
10. Follow-up with off-campus employers.
11. Determine the estimated total dollars earned by students employed off-campus.
12. Schedule interviews, and arrange on-campus facilities for off-campus employers.
13. Recruit off-campus employers to participate in CU annual "Job Fair".

The full-time staff member coordinating the JLD Program will report to the Assistant Director of Student Employment. (See Attachment I, Job Description). UCSU, Career Placement, Cooperative Education will meet with the JLD coordinator and the Office of Financial Aid Assistant Director responsible for Student Employment on a monthly basis to insure that overlapping of job responsibilities does not occur.

SECTION 2: The budget for the first year shall be:

Employment Agency Budget

A. Staff (January - June)

Student Services Specialist B @\$1,440/month for 6 months 1.00/FTE	\$ 8,640
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3 part-time Student Assistants (Program Asst) @ \$4.21 x 12 hours x 16 weeks = \$2,425 Work-Student Match 20% - \$484	484
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Total for 6 month period B	\$ 9,124
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Staffing Needs (July '83-June '84)

1.00 FTE Base Salary + 17% for Benefits + 2% Salary Adjustment	\$20,322
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B. Equipment

Telephone 6 months @10	\$ 60
Telephone Installation	75
Typewriter 6 months @\$15	90
Bulletin Boards 2 36"x48" @\$39.50	79
Rolodex Files @ \$56.95	228
Adding Machine Texas Inst. T-5040	120

Total Equipment	\$ 652
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C. Forms

Application Cards (Master)	\$ 400
Job Requisition Forms	150
Follow-up Forms	25
Institutional Reporting Forms	25

Total Forms	\$ 600
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D. Office Supplies

Pens, Paper, Paper clips, etc. \$ 200

Total Office Supplies \$ 200

E. Composite Budget Needs

Staff Salaries B \$9,124
Equipment 652
Forms 600
Office Supplies 200

Total \$10,576

SECTION 3: This service shall answer to the UCSU Service Commission which will have immediate supervisory authority. In addition, it shall be governed by relevant financial policies of the UCSU in conjunction with the applicable government regulations.

SECTION 4: This funding comes with the strong understanding that this agency affiliate to the UCSU until otherwise declared in subsequent legislation.

SECTION 5: The Service Commission shall determine the operational details on behalf of UCSU with the Office of Financial Aid in accordance with the contractual agreement (Attachment II). The Employment Agency shall have access to UCSU funds through the regular budgetary process.

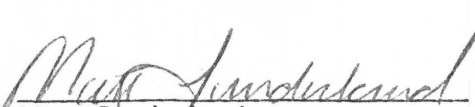
SECTION 6: This bill shall become effective upon passage.

November 18, 1982 - Introduced

December 2, 1982 - FIRST READING - PASSED - 10-0-2

December 9, 1982 - SECOND READING - PASSED - 15-0-0


Tad Miller, UCSU Executive


Matt Sunderland
President Pro-Tempore
UCSU Executive Council


Rich Ling, UCSU Executive