

Index: Enrollment Services

Purpose of Area

overarching strategic area for enrollment services, which includes Admission, Financial Aid and Rocket Solution Central

Tie in with Strategic Plan

Enrollment Services plays a critical role in the strategic growth objective of our University. The recruitment of all under-graduate students is coordinated by Enrollment Services

Employees

Brief job description for each position type

Assoc. VP for Enrollment Services
(vacant)
Finance Director

Administrative Secretary 2

provides strategic direction for admission and financial aid areas to enhance enrollment growth.
provides human resource and financial management for Division of External Affairs
Provides administrative and clerical support to enrollment services areas.

Revenue

This index is part of enrollment services and revenue is generated through undergraduate enrollment

Operating Budget

Planned Usage

Consultants
Supplies

Travel
Info/Communication

assistance with scholarship strategies.
large maintenance contract for imaging system, general office supplies
Associate VP Travel, budget for enrollment related events
phones, printing, copier expense

Helpful Statistics/Other Information

Index A10307: Enrollment Services Marketing

Purpose of Area

Production of publication materials for undergraduate admission recruitment purposes.

Tie in with Strategic Plan

Enrollment Services plays a critical role in the strategic growth objective of our University. The recruitment of all undergraduate students is coordinated by Enrollment Services

Employees

None

Brief job description for each position type

N/A

Revenue

This index is part of enrollment services and revenue is generated through undergraduate enrollment

Operating Budget

Supplies

Travel

Info/Communication

Planned Usage

general office supplies

N/A

view book, postcards and other admission and financial aid publications.

Helpful Statistics/Other Information

Index: A10308 - Visitor Center/Phone Bank

Purpose of Area

phones for Rocket Solution Central

Tie in with Strategic Plan

Enrollment Services plays a critical role in the strategic growth objective of our University. The recruitment of all undergraduate students is coordinated by Enrollment Services

Employees

Brief job description for each position type

No revenue is generated through this office.

Revenue

N/A

Operating Budget

Supplies
Travel
Info/Communication

Planned Usage

phones

Helpful Statistics/Other Information

Index: A10310 - Records and Support Services

Purpose of Area

Process undergraduate admission applications.

Tie in with Strategic Plan

Enrollment Services plays a critical role in the strategic growth objective of our University. The recruitment of all undergraduate students is coordinated by Enrollment Services

Employees

Brief job description for each position type

Assistant Director

Manages and directs all human resource, procedure, and system development and maintenance functions of the Undergraduate Admission Processing unit which processes all undergraduate admission applications.

Office Assistant

Generates admission letters, performs updates of admission information, coordinates work activity for student workers, monitors supplies, and other clerical functions

4 Admission Analysts

Process undergraduate admission applications

1 Data Coordinator

Performs admission system development (i.e. online admission application, Auto Decision, etc.) and maintenance of system accuracy

Intermittent Call-ins (seasonal)

Student workers

Revenue - N/A

Operating Budget

Planned Usage

Supplies

general office supplies

Travel

director attends ACT conference in Columbus on occasion.

Info/Communication

phones

Helpful Statistics/Other Information

This index contains a budget for intermittent call-in help to assist with large volumes of applications.

This department processed over 21,000 applications last year

Index: A10313 - Main and Data Entry

Purpose of Area

To coordinate large admission mailings and to maintain database of prospective student information.

Tie in with Strategic Plan

Enrollment Services plays a critical role in the strategic growth objective of our University. The recruitment of all undergraduate students is coordinated by Enrollment Services

Employees

Manager (JoAnn Grindle)

Brief job description for each position type

Maintains, updates/develops and processes recruitment communication flows to prospective students; works with Enrollment Services Technology Task force to resolve technical issues and develop new processes for more efficient business; manages two full-time staff and intermittent call-in and students

Data Entry Operator

data entry of prospective student information. Also, manages stockroom inventory and publication orders data entry, mailings to prospective students, responds to inquiries from the enroll@ut mailbox, assists with campus visit program letter generation, assists with SSA program

Word Processing Specialist

Intermittent Call-In
Student workers

Revenue

This index is part of enrollment services and revenue is generated through undergraduate enrollment

Operating Budget

Supplies
Travel
Info/Communication

Planned Usage

general office supplies
letterhead and envelopes for admission recruitment purposes.

Helpful Statistics/Other Information

Index: A10315 - International Admissions

Purpose of Area

International Admissions

Tie in with Strategic Plan

Enrollment Services plays a critical role in the strategic growth objective of our University. The recruitment of all undergraduate students is coordinated by Enrollment Services

Employees

Sr. Coordinator, International

Public Inquiries Asst.1,Adult

Brief job description for each position type

Responsible for the management of the international undergraduate undergraduate admission process

handles phone calls from prospective students, keeps records of admission events

Revenue

This index is part of enrollment services and revenue is derived through undergraduate enrollment

Operating Budget

Supplies

Travel

Info/Communication

Planned Usage

general office supplies

international recruitment travel budget

phones, dues, subscriptions, print shop materials

Helpful Statistics/Other Information

Index: A10316 - Adult/Transfer Admissions

Purpose of Area

To recruit adult and transfer undergraduate students to UT. Most of this budget was transferred to A10318 - Undergraduate Admissions

Tie in with Strategic Plan

Enrollment Services plays a critical role in the strategic growth objective of our University. The recruitment of all undergraduate students is coordinated by Enrollment Services

Employees

Intermittent Call-Ins (s)

Brief job description for each position type

Outreach Coordinator
Coordinator of Math in Art Program

Revenue

This index is part of enrollment services and revenue is generated through undergraduate enrollment

Operating Budget

| | |
|--------------------|-----|
| Supplies | N/A |
| Travel | N/A |
| Info/Communication | N/A |

Planned Usage

Helpful Statistics/Other Information

Index: A10318 - Undergraduate Admission

Purpose of Area

To recruit and admit prospective undergraduate students to UT

Tie in with Strategic Plan

Enrollment Services plays a critical role in the strategic growth objective of our University. The recruitment of all under-graduate students is coordinated by Enrollment Services

Employees

Brief job description for each position type

| | |
|---------------------------------------|---|
| Director | Oversees the implementation of strategic recruitment strategies and enrollment goals |
| Associate Director | Responsible for international and military student recruitment strategies |
| Associate Director | Responsible for recruitment of domestic freshmen, training and development of Assistant Directors, developing recruitment strategies |
| Assistant Director | Responsible for enrollment reporting and data analysis |
| Assistant Director | Responsible for undergraduate scholarship program and Honors recruitment and supervision of 5-6 staff |
| Assistant Director | Responsible for leading enrollment marketing strategies initiatives |
| Assistant Director | Responsible for event planning and supervision of 3-6 staff |
| Assistant Director | Responsible for overseeing the enrollment publications and communications |
| Assistant Director | Responsible for transfer relations and partnerships. |
| 10 recruiters | Responsible for recruitment, territory management and relationship building |
| Report Writer | Provides enrollment reports and other statistical information |
| Community College Onsite Advisors (2) | On-site at Owens, Terra, MCCC, NSCC, LCCC colleges for the purposes of advising and counseling potential transfer students to UT |
| Sr. Dir, Brand Strategy | Responsible for the SSA Program, early outreach programs and developing brand strategies |
| Public Inquiries Assist. | Answers phones and disseminates information for the Office of Undergraduate Admissions, greets guests, other clerical duties |
| Secretary | Budget management, invoice processing, personnel processing and orientation, and other clerical and administrative duties for the Office of Undergraduate Admission |
| Student workers | Tour guides, teleteam workers and office assistance. |

Revenue - N/A

Operating Budget

Planned Usage

| | |
|--------------------|---|
| Supplies | general office supplies, name purchases |
| Travel | recruitment travel, programming, |
| Info/Communication | postage, phones, dues, subscriptions |

Helpful Statistics/Other Information

Large student worker budget used to fund tour guides, teleteam, front desk student staff and office assistants. Over 10,000 office visits per year; Over 45,000 calls to the Admissions office.

Purpose of Area

To administer financial aid in the form of scholarships, grants and other to UT students.

Tie in with Strategic Plan

Enrollment Services plays a critical role in the strategic growth objective of our University. The recruitment of all under-graduate students is coordinated by Enrollment Services

Employees

Brief job description for each position type

| | |
|----------------------------|--|
| Director, Financial Aid | Ensures compliance with state and federal regulations and reporting requirements in order to retain institutional eligibility for all available aid programs |
| Debt Mgt Advisor | Assists with processing student loans and acts as resource for students who have loan debt. |
| Asst. Dir, Financial Aid | Processes aid and assists students at Health Science Campus. |
| Assist. Director, Loans | Oversees all loan processing and loan staff. Acts as resource for bank representatives. |
| Assoc. Dir, Financial | Oversees systems and processing areas. Responsible for Banner - Financial Aid upgrades. Processes all athletic aid and is liaison for Athletic Department |
| Assist. Dir., Financial | Oversees all eligibility issues with financial aid. Oversees verification staff. |
| Program Accountant | Oversees state, Federal Work-Study, and Pell Grant programs, and staff member that assists. Responsible for program |
| Technical Analyst | Responsible for surveys, reports, and ensuring that aid recipients are in compliance with satisfactory academic progress policy requirements. |
| Fin Aid Resource Analyst | Assists with the processing of Pell Grants, state programs, and the Federal Work-Study program. |
| Records Mgmt Officer | Responsible for imaging of all financial aid documents. |
| Admin Secretary 2 | Provides secretarial support to Student Financial Aid and Rocket Solution Central directors and staff, maintains departmental budgets, reports student information to social service agencies to determine program eligibility |
| Programmer/Analyst | Responsible for transferring data files to and from federal processors and loading into Banner. Prints all letters and sends student emails. |
| Accountant | Balances loan accounts and assists with loan and promissory note processing. |
| Admin. Assistant | Processes institutional and outside scholarships. Acts as liaison with Foundation and outside scholarship donors. |
| Data Systems Coord. | Loads all federal applications for aid into system and reviews for discrepancies. |
| Public Inquiries Assist. 1 | Reviews verification documents and special circumstance requests. Assists in reviewing discrepancy reports. |
| Clerical Specialist | Processes all incoming and outgoing mail. Assists with data entry. |
| Stdnt Services Counselor | Reviews verification documents and processes all consortium agreement requests from students. |

Revenue - N/A

Operating Budget

Planned Usage

| | |
|---------------------|--|
| Supplies | general office supplies |
| Travel | NAASFA and other financial aid conferences |
| Info/Communications | phones, copy machines, dues, subscriptions |

Helpful Statistics/Other Information

The Office of Student Financial Aid processes \$265 million in state, federal, third party, and institutional aid annually.
Over 60% of students enrolled at The University of Toledo receive some type of aid.

Index: A10322 - Out-of-state Scholarship

Purpose of Area

Tie in with Strategic Plan

Employees

None

Brief job description for each position type

N/A

Revenue

This index is part of enrollment services and revenue is generated through undergraduate enrollment

Operating Budget

Supplies
Travel
Info/Communication

Planned Usage

Helpful Statistics/Other Information

Up to \$12,000

Typical Academic Profile:

- 2.75 H.S. GPA or 21 ACT/990 SAT

Index: A10685 - Rocket Solution Central

Purpose of Area

To assist current students with financial aid, admission, and billing questions.

Tie in with Strategic Plan

Enrollment Services plays a critical role in the strategic growth objective of our University. The recruitment of all under-graduate students is coordinated by Enrollment Services

Employees

Brief job description for each position type

| | |
|--|---|
| Director | Directs activities , human resource, procedural and system development in Rocket Solution Central |
| Assistant Directors (2) | Assist students with financial aid, admission, registration and billing questions, supervise DSPs |
| Direct Service Providers (13) | Assist students with financial aid, admission, registration and billing questions, supervise DSPs |
| Intermittent Call-Ins Student Workers | |

Revenue

This index is part of enrollment services and revenue is derived from undergraduate enrollment

Operating Budget

Planned Usage

| | |
|--------------------|-------------------------|
| Supplies | general office supplies |
| Travel | |
| Info/Communication | phones |

Helpful Statistics/Other Information

948 students advised at RSC last year. Nearly 24,000 students visited lobby last year for service.

Index: A10364 - Office of Equity, Diversity and Community Engagement

Purpose of Area

To promote equity and diversity throughout campus and to engage the community through programming and other outreach initiatives. outreach initiatives.

Tie in with Strategic Plan

Creates an organizational culture that is welcoming to all individuals.

Employees

Brief job description for each position type

Associate VP for Equity, Diversity and Community

Provides overarching direction and guidance for equity and diversity programs and policies at UT, oversees the Minority Business Development Center and the Eberly Center

Equity and Diversity Resource Specialist

Provides administrative support to the Office of the Associate Vice President for Equity and Diversity

Manager, Minority Business Development Center

Manages daily operations of the MBDC.

Revenue

No revenue generated through this index.

Operating Budget

Planned Usage

Supplies

general office supplies

Travel

Associate Vice President and staff travel, programming (PCARS, MBE/EDGE meetings, etc.)

Info/Communication

phones, postage, printing, copy machine

Helpful Statistics/Other Information

5 presentations made at state and national organizations on diversity issues.

14 UT Centers and offices concerned with diversity linked on the UT Diversity web page

Diversity plans for all colleges collected and reviewed by the Office of Equity, Diversity and Community Engagement

20 Diversity events sponsored by the Office of Equity, Diversity and Community Engagement

Index: A10484 - University Marketing

Purpose of Area

To advertise UT to prospective students and others for the purpose of enrollment growth

Tie in with Strategic Plan

The Office of Marketing and Communication shapes the University's image by developing strategic, integrated, and highly customized campaigns to earn the attention of internal and external audiences

Employees

Brief job description for each position type

| | |
|-------------------------------------|--|
| Associate VP, Branding/Creative Srv | |
| Creative Director | Provides direction and guidance on publications from conception to finished product. |
| Marketing/Communication Spec. | |
| Sr. Manager, Client Services | |
| Sr. Marketing Specialist | |
| Computer graphic design artists (4) | Designs UT publications using computer programs and equipment |
| Traffic Coordinator | Coordinates all UT publication jobs, ensuring timeliness. |
| Secretary 2 | Performs clerical and administrative functions, including budget reconciliation |
| Photographer 2 | Provides photographic services for UT. |

Revenue

No revenue generated through this index

Operating Budget

Supplies
Travel
Info/Communication

Planned Usage

general office supplies
conference travel for employees
marketing/advertising budget for UT, phones, copy machine, print shop materials

Helpful Statistics/Other Information

Index: A10485 - External Affairs Sponsored Events

Purpose of Area

For sponsored events under External Affairs including Music Fest 2011

Tie in with Strategic Plan

Employees

None

Brief job description for each position type

N/A

Revenue

No revenue generated through this index.

Operating Budget

Supplies
Travel
Info/Communication

Planned Usage

supplies for Music Fest 2011
advertising for Music Fest 2011

Helpful Statistics/Other Information

Music Fest is underwritten by Division of External Affairs,
Division of Student Affairs, Toledo Blade, Yark Automotive and
other sponsors

Index: A10711 - Minority Business Development Center

Purpose of Area

To provide incubation services for minority businesses.

Tie in with Strategic Plan

Employees

None

Brief job description for each position type

N/A

Revenue

Revenue is derived from rent payments from tenants. Revenue is used to provide goods and services for tenants.

Operating Budget

Supplies
Travel
Info/Communication

Planned Usage

general office supplies
n/a
phones, copier, postage

Helpful Statistics/Other Information

7 companies, two Chambers and 3 affiliate members.

Index: A10610 - Mail Services

Purpose of Area

To sort and deliver mail for the University.

Tie in with Strategic Plan

Employees

Brief job description for each position type

Delivery Worker (3)

Pick up and delivery of mail, pick up mail daily at USPS and delivering outgoing bulk mail to USPS

Mail Clerk Messenger (3)

sort and meter mail as well as maintain logs on all accountable mail.

Account Clerk

clerical duties for both the mail and printing services area.

Office Machine Operator (2)

Process all bulk mailing, process mail list files, operate several machines including the pro-jet printer, inserter, tabber, bander, folder/sealer. Process, sort and prepare mass mailings, assist with metering and sorting mail when needed.

Revenue - N/A

Operating Budget

Planned Usage

Supplies

maintenance contracts on meter machines, miscellaneous office supplies

Travel

gas, maintenance on van

Info/Communication

printing, postage, phones

Helpful Statistics/Other Information

there is a chargeback account for departments for postage, addressing, bulk mailings, etc.

842,143 metered pieces of mail

657 bulk mail or addressing jobs

1,056,960 pieces of mail processed

Index: A10707 - Office of VP for External Affairs and Interim VP for Equity & Diversity

Purpose of Area

Leadership of the Division of External Affairs.

Tie in with Strategic Plan

Enrollment Services plays a critical role in the strategic growth objective of our University. The recruitment of all undergraduate students is coordinated by Enrollment Services

Employees

VP for External Affairs (Lawrence J. Burns)
Administrative Assistant

Brief job description for each position type

Provides leadership for the Division of External Affairs
Provides administrative support to the Office of the VP for External Affairs

Revenue

This index is part of enrollment services and revenue is derived from undergraduate enrollment

Operating Budget

Supplies
Travel
Info/Communication

Planned Usage

general office supplies
travel and programming for VP, sponsorships
postage, phones, printing

Helpful Statistics/Other Information

Total General Fund \$55,923,152
Total staff count 141
Total staff FTE 135.35

Index: A11111 - Center for Creative Instruction

Purpose of Area

Tie in with Strategic Plan

Employees

Brief job description for each position type

| | |
|-------------------------------|---|
| Secretary 1 | Coordination of meetings, billings and other duties |
| Dir. Ctr Creative Instruction | Manages the day to day activities and is responsible for the staff, budget, and all other resources for the Center. Oversees vision and strategic management of Center. |
| 3D Animator | Create 3D animations and visualizations of medical datasets using both volumetric and stereoscopic rendering techniques. |
| Software Engineer | Software Engineer with experience in multimedia, database management, software development and web application development |
| Web Project Specialist | Supports customers with project management, redesign, updating, and site strategy |
| Coord. Web Development | Responsible for designing user interfaces, various graphics, navigation, layout, and styles of Web sites, and other multimedia applications. |
| Medical Illustrator | Creates a wide variety of media including digital and traditional medical and surgical illustrations, digital dissections, graphic designs, interface designs, multimedia and Web-based projects. |
| Project Manager | Oversees projects from start to finish, working with a creative and talented team |
| Software Engineer | Provides support for the department's server applications and investigates software issues as needed |
| Manager, Medical Illustration | Responsible for creating a variety of diagrams and illustrations concerning human anatomy and surgical procedures |
| Coord, Web Development | Coordinates and supports web development projects |
| Software Engineer | Develop applications for traditional, internet, and mobile platforms |
| Manager, Software Engineering | Coordinates the planning, design, coding, integration, and adherence to quality practices on a variety of projects including Web application development and educational learning modules |
| Director, Web Development | Leads Web development at UT, overseeing the UT and University of Toledo Medical Center web sites as well as web and interactive educational, marketing, enrollment and recruitment projects. |
| Systems Analyst 3 | Researches new hardware and software technology, including mobile applications, CAD walls, & immersive environments |
| Multimedia Specialist | Designs projects through various forms of media including page layout, print and digital graphic design, video/broadcast graphics, flash based programming and animation, and interface for interactive multimedia and web-based applications |

Operating Budget

| | |
|--------------------|---|
| Supplies | basic office supplies, maintenance contract |
| Travel | travel for directors |
| Info/Communication | phones, printing, postage |

Helpful Statistics/Other Information

CCI charges back other departments and areas outside of UT for website development, video production and other projects.

Site has over 7,000,000 visitors; Over 700,000 UT web site visitors use the Majors Search; Over 140 countries from which visitors are viewing the UT web site; Over 5,800 visitors who searched for a UT physician; 400 Faculty and staff who manage their web sites.

Index: A11143 - University Communications

Purpose of Area

Tie in with Strategic Plan

The Office of Marketing and Communication shapes the University's image by developing strategic, integrated, and highly customized campaigns to earn the attention of internal and external audiences

Employees

Brief job description for each position type

| | |
|------------------------------|--|
| New Media Specialist | Manages social media efforts, television monitors on campus and drives technology utilization in communication efforts. |
| Media Relations Specialist | Coordinates media relations activities and student assistants. Serves as a part of media relations team strategy group in determining the University's approach to media inquiries and pitches. |
| AVP, Univ Comm & Mktg Ops | Oversees University Communications, which includes internal communications, media relations, public relations, crisis communications, web content, video production, social media and related editorial support. |
| Director of Internal Commun. | Leads production of internal communications tools including UT News, myUT page and serves as an "assignment editor" across the department. |
| Media Relations Manager | Manages media relations activities with strong cross over to internal communications function that relate to perceptions about the organization |
| Information Writer 2 | Serves in content development capacity for internal communication vehicles, while serving as lead in coordination of marketing materials for departments across campus |
| Secretary 1 | Secretarial support for department |
| Publications Editor | Writer and editor for content developed to be used internally and externally. |
| Multimedia Specialist | Leads video production efforts. Responsible for high end video production as well as archival videos and some web streamed events. |

Revenue - N/A

Operating Budget

Planned Usage

| | |
|--------------------|--|
| Supplies | general office supplies |
| Travel | travel for communicators, sponsorship of Jefferson Awards |
| Info/Communication | phones, printing, postage, subscription to news services, TIVO |

Helpful Statistics/Other Information

40 issues of UT News published
 over 250 photos published on MyUT
 over 50 videos posted on myUT

over 500 videos posted on Youtube
over 500 UT-focused Facebook pages
over 170 news releases distributed
over 700 stories posted on myUT and utoledo.edu

Purpose of Area

Tie in with Strategic Plan

Employees

None

Brief job description for each position type

N/A

Revenue

Operating Budget

Supplies
Travel
Info/Communication

Planned Usage

fulfillment of orders placed on-line
web hosting services payments

Helpful Statistics/Other Information

Purpose of Area

Tie in with Strategic Plan

Employees

Brief job description for each position type

Revenue

N/A

Operating Budget

Planned Usage

Supplies N/A

Travel N/A

Info/Communication N/A

Helpful Statistics/Other Information

26 students receiving this scholarship.

Index: 100207 - Tower Excellence Scholarship

Purpose of Area

Tie in with Strategic Plan

Employees

Brief job description for each position type

Revenue

N/A

Operating Budget

Supplies

Travel

Info/Communication

Planned Usage

Helpful Statistics/Other Information

4,685 students receiving this scholarship in FY12.

Index: 100208 - Tower Prestige Scholarship

Purpose of Area

Tie in with Strategic Plan

Employees

Brief job description for each position type

Revenue

N/A

Operating Budget

Supplies

Travel

Info/Communication

Planned Usage

Helpful Statistics/Other Information

444 students receiving this scholarship in FY12

Purpose of Area

Tie in with Strategic Plan

Employees

Brief job description for each position type

Revenue

N/A

Operating Budget

Planned Usage

Supplies
Travel
Info/Communication

Helpful Statistics/Other Information

23 students receiving this scholarship in FY12

Index: 100210 - Blue & Gold Scholarship

Purpose of Area

Tie in with Strategic Plan

Employees

Brief job description for each position type

Revenue

N/A

Operating Budget

Planned Usage

Supplies
Travel
Info/Communication

Helpful Statistics/Other Information

2,234 students receiving this scholarship in FY12

Full tuition, after state and federal aid

Minimum Requirements:

- 3.0 H.S. GPA

Index: 100211 - Tower Achievement Scholarship

Purpose of Area

Tie in with Strategic Plan

Employees

Brief job description for each position type

Revenue

N/A

Operating Budget

Supplies

Travel

Info/Communication

Planned Usage

Helpful Statistics/Other Information

No students receiving this scholarship in FY12

Index: 100214 - First Generation Scholarship

Purpose of Area

Tie in with Strategic Plan

Employees

Brief job description for each position type

Revenue

N/A

Operating Budget

Planned Usage

Supplies
Travel
Info/Communication

Helpful Statistics/Other Information

460 students received this scholarship in FY12

Index: 100215 - Adult Scholarship

Purpose of Area

Tie in with Strategic Plan

Employees

Brief job description for each position type

Revenue

N/A

Operating Budget

Supplies

Travel

Info/Communication

Planned Usage

Helpful Statistics/Other Information

47 students receiving this scholarship in Fy12

Index: 100216 - Transfer Scholarship

Purpose of Area

Tie in with Strategic Plan

Employees

Brief job description for each position type

Revenue

N/A

Operating Budget

Planned Usage

Supplies
Travel
Info/Communication

Helpful Statistics/Other Information

574 students receiving this scholarship in FY12

Purpose of Area

Tie in with Strategic Plan

Employees

Brief job description for each position type

Revenue

N/A

Operating Budget

Supplies

Travel

Info/Communication

Planned Usage

Helpful Statistics/Other Information

38 students receiving this scholarship in FY12

Purpose of Area

Tie in with Strategic Plan

Employees

Brief job description for each position type

Revenue

N/A

Operating Budget

Supplies

Travel

Info/Communication

Planned Usage

Helpful Statistics/Other Information

Index: 100227 - Student Aid/Federal State Programs

Purpose of Area

Used to assist students in unusual circumstances in federal and state programs.

Tie in with Strategic Plan

Employees

N/A

Brief job description for each position type

N/A

Revenue

N/A

Operating Budget

Supplies
Travel
Info/Communication

Planned Usage

Helpful Statistics/Other Information

Purpose of Area

Funds for dependents of police and firefighters killed in the line of duty.

Tie in with Strategic Plan
Part of enrollment strategy designed to provide world-class education while maintaining affordability.

Employees

None

Brief job description for each position type

N/A

Revenue

N/A

Operating Budget

Supplies

Travel

Info/Communication

Planned Usage

Helpful Statistics/Other Information

Index: 100241 - Tuition Assistance Grant

Purpose of Area

University grant used to help students with high need.
Not merit-based.

Tie in with Strategic Plan

Employees

Brief job description for each position type

Revenue

N/A

Operating Budget

Supplies
Travel
Info/Communication

Planned Usage

Helpful Statistics/Other Information

Purpose of Area

Tie in with Strategic Plan

Employees

Brief job description for each position type

Revenue

N/A

Operating Budget

Supplies
Travel
Info/Communication

Planned Usage

Helpful Statistics/Other Information

39 students receiving this award in FY12

From \$1,000 - \$5000

Typical Academic Profile:

- 3.0 H.S. GPA
- 20 ACT/950 SAT

Index: 100340 - Work Study Match

Purpose of Area

University's matching funds for the Federal work study program.

Tie in with Strategic Plan

Employees

Brief job description for each position type

Revenue

N/A

Operating Budget

Supplies

Travel

Info/Communication

Planned Usage

Helpful Statistics/Other Information

Purpose of Area

University's matching funds for the Federal SEOG grant for students with high need

Tie in with Strategic Plan

Employees

Brief job description for each position type

Revenue

N/A

Operating Budget

Supplies
Travel
Info/Communication

Planned Usage

Helpful Statistics/Other Information

Purpose of Area

Tie in with Strategic Plan

Employees

Brief job description for each position type

Revenue

N/A

Operating Budget

Supplies

Travel

Info/Communication

Planned Usage

Helpful Statistics/Other Information

No students receiving award for FY12

Index: X10488 - Print Shop

Purpose of Area

Tie in with Strategic Plan

Employees

Brief job description for each position type

Dir of Print & Mail Serv
Print Machine Operator (4)
Account Clerk 1
Print Production Supervisor 1

Oversees Printing and Mail Services, billing, budgeting, human resource management
Operates high speed and other printing equipment

Revenue

Very little revenue generated through this index. The Print Shop occasionally receives payment for outside UT jobs. The Print Shop charges back departments for services.

Operating Budget

Planned Usage

Supplies
Travel
Info/Communication

paper, general office supplies, other printing materials
gas for van
Printing, postage, phones, Ricoh copier fees

Helpful Statistics/Other Information

The Print Shop charges back departments for services.
Over 9,500 printing jobs were done by the Print Shop last year.