



One Time Request-  
Administrative Coordinator

# A.D. BRUCE RELIGION CENTER

FY 25-26



**Administrative Coordinator – AD Bruce Religion Center**

This request is to add a full-time staff member to A.D. Bruce Religion Center.

As part of the DSA New 2023-27 Strategic Plan

Purpose: [Enhancing UH's Strategic Priorities] [Fostering Student Engagement]

As a part of the completed External Review which was conducted in late Fall of 2020. The committee provided several recommendations regarding the need for increased staff.

- In order to realize that potential, there would need to be an infusion of resources - financial and human - into the ADBRC. The staff is currently expected to operate a facility, generate revenue by selling and hosting weddings and similar events, provide for student events, serve as a landlord for and work in partnership with campus ministers and student organizations, develop programs for students, and consider fundraising opportunities. A director and support staff member is not enough to accomplish all of that in a declining facility. Additional human resources are needed, and an additional staff member or graduate assistant would be ideal.
- Additional staff should be considered to allow the potential for program expansion to support the mission and offerings of the center.

The A.D. Bruce Religion Center is the smallest staffed department within the Division of Student Affairs with only 2 full-time staff. Yet, the department oversees is also a 20,000 square foot, 2 story building on 60,000 square feet of property grounds. The department is also responsible for the sponsorship of 13 different house of worship organizations and their associated staff and management of all of the programs and reservations hosted either in the building and on the property grounds by University departments, student groups or the community. The limited number of staff for our departments has created capacity challenges for timely work completion, quality of work and increased physical stress and mental health anxiety.

Since my arrival as Director of A.D. Bruce Religion Center in the summer of 2019, the department has grown its engagement through both reservations and student programs. A.D. Bruce Religion Center campus engaging programs has grown from 1 annual program per year to 8 signature programs, 6 of which are hosted either weekly, bi-weekly or monthly throughout the year. We have grown the free Wednesday lunch program, which use to welcome 50-75 students per week to a program that now feeds 350-400 students per week. We also have a monthly Interfaith Dialogue program that didn't exist before my arrival, that welcome 60-100 students monthly.

The program growth is a testament to meeting the needs of the students, but the lack of staffing doesn't allow for the created growth to be sustainable. The opportunity to welcome another staff member and separate the Administrative Coordinator will allow for a dedicated staff person to be the manager of office activities and supervise student employee desk assistants as their primary focus. The additional of the Administrative Coordinator will allow the College Events Coordinator to focus on the growth of our signature engagement programs in addition to focusing on revenue raising initiatives and strategies.

Below are the list of all the programs, event and reservations that our current Events and Administrative Coordinator are responsible for managing.

	2019-2020 Pandemic Year Spring '20 Short	2020-2021 Pandemic Year	2021-2022 Return to In-Person	2022-2023	2023-2024	2024-2025 <b>Current Year</b>
Free Wednesday Lunch	21 Events 1,572 People Avg 75	N/A	21 events 3,068 people Avg 146	27 events 5,842 people Avg 216	28 events 8,182 people Avg 292	8 events 2,733 people Avg 342
Good Morning Monday	N/A	N/A	16 events 718 students Avg 45	15 events 891 students Avg 59	17 events 1,631 students Avg 95	4 events 503 students Avg 125
Interfaith Dialogue	1 event 55 students	N/A	6 events 396 students Avg 66	6 events 510 students Avg 85	6 events 327 students Avg 55	3 events 115 students Avg 38
Speaker Series	N/A	N/A	N/A	4 events 112 students Avg. 28	6 events 320 people Avg 53	2 events 112 people Avg 56
Lego Your Stress	N/A	N/A	N/A	N/A	27 events 405 students Avg 15	8 events 144 students Avg 18
Yoga	20 events 224 students Avg 10	N/A	N/A	N/A	15 events 120 students Avg 8	8 events 48 students Avg 6
RSO Bookings	N/A	N/A	240	395	887	524
RSO Booking Attendance	N/A	N/A	4,088	13,220	58,912	33,433
Weddings Rehearsals/Ceremony	N/A	N/A	36	31	27	15
Wedding Receptions	N/A	N/A	2	5	9	6
Memorial/Funeral Services	N/A	N/A	7	12	9	2
Quinceañeras	N/A	N/A	1	2	2	0

**Intended Hire Date would be May 1, 2025**  
**Estimated 4-month Salary**

Estimate Salary	\$14,283.33
Benefits (35% of salary)	\$4,999.16
Professional Development	\$333.33
6% Admin	\$1,176.95
<b>TOTAL</b>	<b>\$20,792.77</b>