



One Time Request-
Instructional Assistant for
Publications & Operations



CENTER FOR STUDENT MEDIA



FY 25-26



One – Time Funding Request: Instructional Assistant for Center for Student Media Publications & Operations

One-Time Funding Total: \$18,375.15 (12 months)

Salary & Benefits: \$17,335.89 UH Administrative Charge (6.0%): \$ 1,040.15

The Center for Student Media (CSM) remains committed to enhancing the student experience through innovative media opportunities. In partnership with The Cougar and our ongoing efforts to expand student media involvement, we proudly present the opportunity for an Instructional Assistantship to elevate Cooglife magazine and other CSM publications, such as Houstonian.

This unique position contributes significantly to the development and execution of CSM's publications. It plays a pivotal role in planning and executing events and expanding the distribution of all our publications, including the iconic Cougar. The CSM Publications & Operations Instructional Assistant is essential to the evolution of our magazines, empowering a graduate-level individual to take on editorial leadership of three distinct publications. This role also involves student media training and overseeing a team of Assistant Editors, providing invaluable leadership experience.

The Instructional Assistant works closely with the Director of CSM to bridge the efforts of all three student media organizations with the Cooglife brand, fostering collaboration across The Cougar, CoogTV, and Coog Radio. This synergy has led to dynamic CSM events and engaging cross-platform stories, such as Cooglife's coverage of Stress-Free Finals, which featured CoogTV videos and music playlists from Coog Radio.

To continue the growth and success of Cooglife magazine and strengthen the brand's presence, CSM respectfully requests one-time funding for FY 26 to continue supporting the Instructional Assistant for the Publications & Operations position. Your support will be instrumental in advancing our mission to enrich the student experience and foster a thriving student media landscape.