



Student Services Fee (SSF) Process & Procedures

November 2018

Project Manager Duties

Objective

The Project Manager for a Student Services Fee (SSF) project is required to understand the requirements associated with accepting SSF funding as detailed in the SSF Governing Documents. In regards to Acceptance of Fee Monies, the documents state:

“It is understood by the applicants, the board, and VP for Student Affairs that all allocated monies will be used faithfully to execute both the intent and the letter of the program proposal as accepted by the board.”

The most current copy of the Governing Documents can be found on the SSF website under the section titled Board Information; select Governing Documents.

Link - http://studentaffairs.arizona.edu/servicesfee/board_information.php

The funds that are allocated to Student Services Fee projects are student dollars and as a Project Manager you are responsible for ensuring that funds are spent in accordance with the scope of the project and that expenses align with the project budget, both by category and in total. All funds are transferred at the beginning of the fiscal year and any unused funds will be transferred from the account at the end of the fiscal year.

Responsibilities

- Complete understanding of the responsibilities associated with accepting SSF funding as detailed in the SSF Governing Documents.
- Monitor that funds are spent in accordance with the scope of the project and that expenses align with the project budget, both by category and in total.
- Oversee project and ensure that it adheres to the plan/description throughout the project term.
- Ensure that required documents (proposals, budget spreadsheets, progress reports, PARs, etc) are submitted in a timely manner.