



Student Services Fee (SSF) Process & Procedures

November 2018

Project Director Duties

Objective

The Project Director 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 Director you are responsible for providing oversight and guidance to the Project Manager.

Responsibilities

- Complete understanding of the responsibilities associated with accepting SSF funding as detailed in the SSF Governing Documents.
- Develop and administer various programs that serves the need of the UA community.
- Provide support to the Project Manager throughout the project term.
- Review proposals and approve projects after Project Manager submissions.
- In the event that a Project Manager cannot hold their role any longer, it is the Project Director's responsibility to inform the Student Affairs Financial Contact (hasan@email.arizona.edu) of the changes.