

Research Administration

Advance Student Success

Goal Description:

Increase the use of students within ORA operations.

RELATED ITEMS

RELATED ITEM LEVEL 1

Expand Student Employment

Performance Objective Description:

Evaluate operations with the goal to increase student participation in operations.

RELATED ITEM LEVEL 2

New Student Positions

KPI Description:

- ORA will report pre and post implementation student employment headcount quarterly.

Results Description:

After evaluating the ORA staffing needs, the office elected to maintain the current number of student workers. ORA opted, rather, to expand upon the training of the current student workers. This includes training, increased responsibility, and a higher expectation of professional behavior. In response, the student workers have risen to the challenge and vastly expanded upon their resumes.

Increase Efficiency Of University Operations

Goal Description:

ORA will look for ways to develop and deploy new systems and processes to automate operations.

RELATED ITEMS

RELATED ITEM LEVEL 1

Develop Automated Processes

Performance Objective Description:

ORA will develop new automated processes to simplify business processing.

RELATED ITEM LEVEL 2

Automating Processes

KPI Description:

Evaluate operations to find ways to move from paper-based operations to automated processes.

Results Description:

ORA continually looks to decrease hard copies of files and to automate processes that prove more effective. In 2016, ORA adopted the policy of immediately scanning closed files to decrease hard copies stored in office. This method is more effective in maintaining complete files and minimizing storage space needed.