

# Office Administration Support by Employee

## Justine

- Budgeting of monetary accounts (CSU, Departmental, and Grants)
- Financial Coordination
- Fiscal Officer for the Department
- Grant submission
- Time and effort certification

\*\*\*\*Back up to purchasing and reimbursements

## Kristen

- Assistant to the Chair and Office Manager
- Course Changes - (CPI and CIM)
- Grad student
  - Application
  - Assistantships
  - Fees
  - Recruitment
  - Stipends
  - Tuition
- HR items
  - Annual Reviews
  - Benefits
  - FMLA
  - Hiring/termining
  - P&T
  - Pay
  - Position change
  - Salary change
  - SALX
  - Timeclock
  - Workcomp
- Department analytics and tracking
- Communications (Newsletter, social aps, website)

\*\*\*\*Back up to all below office duties below and Time and Effort Certification

## Stasi

- Academic Support and Advising (grad and undergrad)
  - Courses Evaluations
  - Course Support
  - Grade input
  - Graduate Forms and submission
  - Independent study forms
  - Overrides
  - Registration
  - REU support
  - Student Awards
  - Textbooks
- Office Support
  - Assist faculty, staff, and students with questions, copying, and general office support
  - Events

## Allison

- Back up of all general front desk admin duties
- Building Access
- Building renovations and larger projects
- Building Proctor
- Purchasing (orders placed at 10 AM and 2 PM daily)
- Reimbursements
- Travel

## Tim

- Assist faculty, staff, students with general office support (copying, supplies, directions) supplies
- Communications support
- Course surveys
- Events (Award ceremony, seasonal gatherings, retreat, Woody lecture)
- REU support
- Room Scheduling
- Seminars
  - Social pages
  - Website
  - Newsletter

# Office Administration Support by Job

**Awards – Stasi and Kristen**

**Building Access – Allison and Kristen**

**Building Proctor – Kristen and Allison**

**Budgets - Justine**

**Communications (newsletter, website, submission of events of – Kristen and Tim**

**Copying – Tim**

**Course Evaluations – Tim**

**Events – Tim**

**Graduate assistantship – Kristen**

**Graduate forms – Stasi**

**Graduate health Insurance – Kristen**

**Graduate tuition – Kristen**

**Grant submission - Justine**

**Hiring – Kristen**

**Instructor input – Stasi**

**Overrides – Stasi**

**Payroll – Kristen**

**Purchasing – Allison**

**Registration (UG and Grad) – Stasi**

**Reimbursements – Allison**

**Room Scheduling (group meetings, prelims, study sections, student defenses) - Tim**

**Seminars – Tim**

**Supplemental Pay - Kristen**

**Timeclock plus – Kristen**

**Time and Effort Certification - Justine**

**Travel – Allison**