Administrative Assignments FY 14-15

• Amanda – Admin Assistant
  ➢ Seminar travel and reimbursements
  ➢ Undergraduate student hiring
  ➢ Purchasing-unrestricted
  ➢ IDEA forms
  ➢ Conference room scheduling (students)

• Tara – Grants Coordinator (restricted index spending)
  ➢ Restricted reimbursement
  ➢ Grant and contract proposal preparation
  ➢ Purchasing-restricted
  ➢ Travel pre-approval and reimbursement –restricted
  ➢ Restricted accounting

• Karen – Coord. Program Advisement
  ➢ Graduate student hiring (Contracts)
  ➢ Scheduling (classrooms and times)
  ➢ Book ordering
  ➢ Graduate student applications coordination
  ➢ Scholarships

• Valarie – Sr. Academic Advisor
  ➢ Undergraduate student advising – Chemistry and Biochemistry

• Chris – Accountant
  ➢ Travel (unrestricted – non-seminar)
  ➢ Unrestricted accounting
  ➢ Billings
  ➢ Breakage Card administration
  ➢ F&A distributions
  ➢ Purchase Orders >$10,000

• Felicia – Dept. Administrator
  ➢ Hiring - faculty, staff and post doc
  ➢ All human resource administration
  ➢ External events coordination
  ➢ Fundraising/Endowment accounting
  ➢ Building renovation administration