



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