**Jackie Stotlar (.1) Academic Program Coordinator (Graduate Studies)**

* Carmen and SIS Questions
* Classroom Issues or Questions
* Course enrollments for all students
* Course Planning and Scheduling
* Curricular Approvals, Course and Program Submissions
* Front Desk Backup (phone/email/walk-in)
* Grade Change Forms
* Graduate School Procedures (admissions, graduation, candidacy exams, changing advisors, adding classes)
* Graduate Student Concerns
* Graduate Student Recruitment, Admissions, Orientation and Matriculation needs
* Graduate Studies Committee
* Graduate Teaching Assistant Office Assignments
* PhD Reviews and Milestones; MA Exams
* Policies and Procedures for Undergraduate and Graduate Students
* Syllabi collection and review
* Undergraduate Studies Committee and Program Development (workshops)

**Sarah Dunlap (.202), Academic Advisor (Undergraduate Studies)**

* DARS (Degree Audit) coordination (communicates with University
* Undergraduate Student Advising (includes conveying curricular information to students, add major/minor through SIS, confirms requirements are met for graduation, assist majors/minors on grad applications, manages student files and listservs; work with College advisors and advisors from other Departments to coordinate students' programs)
* Undergraduate Major/Minor Statistics
* Undergraduate Recruitment
* Undergraduate Transfer Credit Coordinator (Reviews syllabi and assigns Departmental course equivalency for transfer and study abroad courses)
* Undergraduate Development (FemUnity advising/ workshops)
* Undergraduate Studies Committee

**Lynaya Elliott (.255), Department Manager (Fiscal and Human Resources)**

* Appointment Documents, Graduate/Faculty/Staff
* Asset Management and Inventory
* Budget Projections, Reports
* eLeave Approval, eTimesheet approvals
* eReports, Financial and HR Systems
* Financial Reconciliation
* Administrative Policy Guidance and liaison to college administration
* Grant Disbursements (travel grants, Gee, CDW, etc.)
* Human Resources Action (all items)
* HR Policies and Personnel Management
* Journal Entries, Budget Transfers
* Key Requests and access
* Promotion and Tenure Assistance
* Staff supervisor
* Surplus and equipment
* Travel Requests and Reimbursements

**Elysse Jones (.6187), Office Associate (Communications, Marketing and Development)**

* Administrative contact for Speakers and Events and Research and Development Committees
* Administrative contact for Research and Development Committee
* Assists Chair
* Bulletin Boards
* CDW Grant Applications
* Committee Meeting Scheduling
* Conference Room and Event Room Scheduling
* Discursive Evaluations (distributes/collects)
* Facilities, Special Event Requests
* Faculty Searches
* Front Desk Customer Service (phone/email/walk-in)
* Listservs
* Mail and shipping
* Newsletter, eNews, Communications
* Promotional Materials, Graphic Design or Presentation Design
* Book ordering coordination / Pearson
* Social Media (Facebook, Twitter, LinkedIn, YouTube)
* Supplies, Ordering and Inventory
* Website Content