**Rebekah Sims (.412), Academic Program Coordinator (Graduate Studies & Office Management)**

* 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 (staff representative)
* Graduate Teaching Assistant
Office Assignments
* PhD Reviews and Milestones;
MA Exams
* Policies and Procedures for Graduate Students
* Graduate Committee Meeting Scheduling
* Administrative contact for Speakers and Events and Research and Development Committees
* Facilities, Special Event Requests
* Bulletin Boards
* Conference Room and Event Room Scheduling
* Mail, shipping & fax
* Procurement, Supplies, Ordering and Inventory (Amber will keep faculty items)
* Travel Requests and Reimbursements for Graduate Students
* Assist chair with administrative tasks, as needed
* General Inquiries (phone/email/walk-in)

**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
* Undergraduate Studies Committee

**Amber Williams (.5449), Department Manager (Fiscal and Human Resources)**

* Hiring, Appointment, Promotion & Tenure of Graduates/Faculty/Staff
* Asset Management and Inventory
* Budget Projections, Reports
* eLeave Approval, eTimesheet approvals
* Financial and HR Systems
* Financial Reconciliation
* Administrative Policy Guidance and liaison to college administration
* Grant Disbursements (travel grants, Gee, etc.)
* Faculty Searches
* Human Resources Action (all items)
* HR Policies and Personnel Management
* Journal Entries, Budget Transfers
* Key Requests and access
* Staff supervisor
* Surplus and equipment
* Travel Requests and Reimbursements for faculty
* Faculty committee meeting staff liaison
* Faculty Committee Meeting Scheduling

**Jackson Stotlar (.1), Outreach & Curricula Senior Specialist (Curriculum Management, Faculty Project Management, Communications, Marketing and Development)**

* Classroom Issues or Questions
* Manage and monitor course enrollments
* Assessment (programmatic and GE)
* Discursive Evaluations (distributes/collects)
* Course Planning and Scheduling
* Curricular Approvals, Course and Program Submissions
* Inquiry backup (email/walk-in)
* Grade Change Forms
* Syllabi Collection and Review
* Undergraduate Studies Committee and Program Development (workshops)
* Book ordering coordination
* Undergraduate Studies Committee Meeting Scheduling
* Undergraduate Studies Committee Meeting staff liaison
* Listservs management
* Newsletter, eNews, Communications
* Promotional Materials, Graphic Design
* Social Media (Facebook, Twitter, LinkedIn, YouTube)
* Website Content
* Faculty project management
* Grant coordination (project design & development)
* Development liaison