

# WGSS Staff Roles

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## **Andy Cavins (.1), Program Coordinator (Graduate and Undergraduate Studies)**

- Carmen and SIS Questions
- Classroom Issues or Questions
- Course enrollments for all students, including but not limited to 693, 893, and 999
- Course Planning and Scheduling
- Curricular Approvals, Course and Program Submissions
- Grade Change Forms
- Graduate School Procedures (admissions, graduation, candidacy exams, changing advisors, adding classes)
- Graduate Student Concerns
- Undergraduate Studies Committee
- 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
- Undergraduate Development (FemUnity advising/ workshops)

## **Lauren Strand (.12), Undergraduate Advisor**

- DARS (Degree Audit) coordination (communicates with University DARS coordinator to make sure that DARS system is programmed to reflect the current structure of the WGSS major/minor; Monitors and updates DARS system to reflect student major/minor programs; authorizes WGSS curricular exceptions in DARS)
- 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

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

- Appointment Documents, Graduate/Faculty/Staff
- Asset Management and Inventory
- Budget Projections, Reports
- Deposits
- eLeave Approval, eTimesheet approvals
- eReports, Financial and HR Systems
- Financial Reconciliation
- Grant Disbursements (travel grants, Gee, CDW, etc.)
- Human Resources Action (all items)
- HR Policies
- Journal Entries, Budget Transfers
- Key Requests and access
- Staff supervisor
- Surplus and equipment
- Travel Requests and Reimbursements

## **Tess Pugsley (.8), Program Assistant (Communications, Marketing and Development)**

- Administrative contact for Speakers and Events and Research and Development Committees
- Assists Chair
- Bulletin Boards
- CDW Grant Applications
- Committee Meeting Scheduling
- Conference Room Scheduling
- Copier issues/maintenance
- Discursive Evaluations (distributes/collects)
- Facilities, Special Event Requests
- Faculty Searches
- Listservs
- Mail and shipping
- Main email/telephone/front desk
- Newsletter, eNews, Communications
- Promotion and Tenure
- Promotional Materials, Graphic Design or Presentation Design
- Reading Women's Lives book ordering coordination / Pearson
- Social Media (Facebook, Twitter, Yammer)
- Supplies, Ordering and Inventory
- Website Content