APPENDIX D

Responsibilities of Administrative Support Staff

Penny Ames, Office Support Specialist, Admissions and Records; reports to Valerie Youngen
  • Backup for dissertation/thesis departmental format checking
  • Backup to Valerie
  • LIS Apply email account
  • School tours for prospective and incoming students
  • Student application processing
  • Practicum overrides with Practicum Coordinator approval

Sally Eakin, Staff Clerk; reports to Christine Hopper
  • Airfare
  • Building access
  • Payment to guest speakers
  • Lodging
  • Off-campus equipment use
  • Select support to the Assistant Dean for Infrastructure
  • Telephones
  • Travel reimbursements

Candy Edwards, Office Administrator, Human Resources; reports to Christine Hopper
  • Appointment processing and form completion
  • HireTouch processing
  • Offer letter production
  • New employee orientation
  • Payroll related questions
  • Visa questions
  • Vacation/sick leave reporting
  • Conflict of Interest and Ethics report submissions
  • Personnel file maintenance

Lila Evans, Account Technician II; reports to John Unsworth
  • Backup to Candy
  • Budget related questions
  • Monthly statement reconciliations
  • P-card reconciliations

Patti Grove, Office Administrator, Advancement; reports to Diana Stroud
  • Alumni Association information
  • Association conference planning
  • Calendar management for the Assistant Dean for Advancement
  • Gift processing
  • Stewardship
Suzi Harmon, Business Manager; reports to Stephen Downie
- Budget oversight
- Grants and contracts administration

Christine Hopper, Assistant to the Dean; reports to John Unsworth
- HR administrative policy/procedure questions
- Sensitive personnel issues for faculty, academic professionals, and civil service staff
- Affirmative Action Officer for the School
- Calendar management for the Dean
- Civil Service Departmental Classifier
- Travel for the Dean
- Requests for P-cards

Molly McLaughlin, Office Support Associate; reports to Christine Hopper
- Backup to Kathy Painter for room reservations
- Backup to Julie for keys and mail
- Convocation
- Copy codes
- UPS shipments
- Event planning
- GSLIS webpage calendar submissions
- LEEP on-campus arrangements
- Monthly telephone bills
- Office supplies
- Photocopy requests
- Select support to the Associate Dean for Research and the Assistant Dean for Student Affairs

Kathy Painter, Office Administrator; reports to Christine Hopper
- Course syllabi
- Course scheduling
- Facilitates course overrides with appropriate approval
- Final exams
- LIS building room reservations
- Promotion and tenure dossier formatting
- Textbook orders
- Thesis/dissertation format checking
- Select support to the Associate Dean for Academic Programs

Julie Smith, Office Support Associate; reports to Christine Hopper
- LIS building keys
- Mail and mailboxes
- Select support to the Assistant Dean for Communications and the Assistant Dean for Infrastructure
- Basic F&S service requests
- Primary receptionist for phone calls and visitors
- End of day building walkthrough
- Cash deposits
Valerie Youngen, Admissions and Records Officer; reports to Rae-Anne Montague

- Admissions and student related survey reports
- Process student forms (late course change, withdrawals, etc.)
- Oversees admissions process
- Complete the supplemental grade form to change grades
- Doctoral Studies Committee support
- Graduate College petitions
- Graduation list
- Independent Studies request processing
- Procedures relating to students
- Process fellowship paperwork
- Maintenance of student files