Penny Ames, Admissions and Records Representative; 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

Clare Briggs, Office Support Associate; reports to Christine Hopper

- Event planning
- Convocation
- LEEP on-campus arrangements
- Copy codes
- UPS shipments
- Monthly telephone bills
- Photocopy requests
- Backup to Kathy for room reservations
- Backup to Julie for keys and mail
- Select support to the Associate Dean for Research and the Assistant Dean for Student Affairs

Sally Eakin, Staff Clerk; reports to Christine Hopper

- Airfare
- Lodging
- Building access
- Payment to guest speakers
- Off-campus equipment use
- Telephones
- Travel reimbursements
- Select support to the Assistant Dean for Infrastructure
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 Allen Renear

- Backup to Candy
- Budget related questions
- Monthly statement reconciliations
- P-card reconciliations and T-card charge code reviewer

Suzi Harmon, Business Manager; reports to Stephen Downie

- Budget oversight
- Grants and contracts administration

Christine Hopper, Assistant to the Dean; reports to Allen Renear

- HR administrative policy/procedure questions
- Sensitive personnel issues for faculty, academic professionals, and civil service staff
- Calendar management for the Dean
- Civil Service Departmental Classifier
- Travel for the Dean
- P-card and T-card Department Manager

Molly McLaughlin, Office Support Specialist, Advancement; reports to Diana Stroud

- Alumni Association information
- Association conference planning
- Calendar management for the Assistant Dean for Advancement
- Gift processing
- Stewardship
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

- Keys
- Mail and mailboxes
- Basic F&S service requests
- Primary receptionist for phone calls and visitors
- End of day building walkthrough
- Cash deposits
- Select support to the Assistant Dean for Communications and the Assistant Dean for Infrastructure

Susan Weiss, Office Support Specialist, Admissions; reports to Rae-Anne Montague

- Backup to Penny
- LIS Apply email account
- School tours for prospective and incoming students
- Student application processing
- Practicum overrides with Practicum Coordinator approval