MATH DEPARTMENT FRONT OFFICE QUICK REFERENCE GUIDE

Christie:  
**Assistant to the Department Chair**
- Department Chair calendar
- Promotion & tenure process
- Faculty & Post-doc searches
- Faculty visa updates
- Math Day
- Conferences

Bryan:  
**Graduate Program Coordinator/Building Proctor**
- Substitute teachers for faculty & GTA’s
- Room arrangement for thesis defenses
- Graduate school interaction
- GS-6 & GS-25
- Graduation pre-checks
- Keys

Annette:  
**Office Work Leader/Undergraduate Program Coordinator**
- Semester schedule of courses & teaching preferences
- Night exam and final exam room scheduling
- DARS forms
- Advising information
- Textbook ordering
- Test copying
- Class Rolls
- Grades
- Undergraduate contracts

Karena:  
**Front Office Administrative Assistant Assistant Building Proctor**
- Special room arrangements: class review sessions, all Weber rooms
- Supplies
- Copier assistance
- Commencement arrangements - faculty
- Faxes
- Other photocopying
- Class Rolls
- Perpetual calendar for department
- Meeting/seminar set-ups
- Course evaluations
- Keys
- Magnus & various conferences
- Xerox copier
- Salary & hourly payroll, including timesheets

Sheri:  
**Accounting Technician III**
- Accounting issues/Purchasing
- Grants/Start-up accounts/Dept accounts
- Travel – including in-house & pre-travel forms
- Travel (post travel)
- Scholarships
- HR issues
- ACARD reallocation