

**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

**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

**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

**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

**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