

## 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

### **Annette:**

#### ***Undergraduate Program Coordinator Office Work Leader***

- Update & post semester schedule of courses & teaching preferences
- Evening & final exam room scheduling
- SMART Forms & Advising GUIDES
- Initial Advising information
- Undergraduate contract checks
- Textbook Coordinator
- Leave Coordinator
- Administrative Assistant to Undergraduate Director
- Student Employee & Administrative Work Leader
- Class Rolls / Grade Rolls

### **Yuk Wah:**

#### ***Accounting Technician II***

- Purchasing
- Grants/Start-up accounts/Dept accounts
- Travel – pre-travel forms/pre-travel voucher and itinerary confirmation
- Salaried Employee HR issues
- Scholarships
- Salary payroll
- ACARD reallocation
- All Financial Reports and Issues

### **Bryan:**

#### ***Graduate Program Coordinator Building Proctor***

- Substitute teachers for faculty & GTA's
- Room arrangement for thesis defenses
- Graduate school interaction
- Graduation pre-checks
- GS-6 & GS-25
- Keys

### **Sherri:**

#### ***Front Office Administrative Assistant Assistant Building Proctor***

- Special room arrangements: class review sessions, all Weber rooms
- Purchase Supplies
- Copier assistance
- Commencement arrangements - faculty
- Course evaluations
- Faxes
- Other photocopying
- Class Rolls
- Test copying
- Perpetual calendar for Department
- Meeting / seminar set-ups

### **Robin:**

#### ***Accounting Administrative Assistant***

- Xerox Copier
- Hourly payroll, including timesheets
- Administration Assistant to Estep