



Staff Responsibilities

*Responsibilities are listed according to the staff member with primary responsibility.
All staff members support each other to meet department needs.*

Jan Kuzee <i>Department Coordinator</i> MTWR 7:30 – 4:30	Sandee Snyder <i>Secretary</i> MWF 7:30 – 3:30; TR 9:00 – 5:00	Laurie Finkler <i>Secretary</i> MW 7:30 – 5:30 (Academic Year)
<ul style="list-style-type: none"> Assist the Unit Head. Oversee and coordinate the work of the office staff; train and support new staff. Maintain department files, including confidential files. Take notes and prepare minutes for department meetings and other meetings at the request of the Unit Head. Hire, train, and oversee student workers, including graders. Assist faculty with room reservations. Assist faculty with mid-term and final grades. Assist the Unit Head and faculty with key requests. Provide clerical support for the personnel and merit evaluation processes. Provide clerical support for course scheduling and staffing, including room reservations and course changes. Provide clerical support for faculty searches. Provide clerical support to the Student Affairs Committee. When appropriate, be the initial point of contact for student and faculty concerns; facilitate the initial stages of the student academic grievance procedures. Maintain department databases and statistics, including assessment databases. Assign advisors to students. Maintain and order supplies. Maintain equipment inventory; assist with computer and software orders. Provide appropriate information, clerical support, and problem solving resources to students and faculty. 	<ul style="list-style-type: none"> Reception: answer phones and assist visitors. Process travel and expense forms. Process textbook orders; communicate with faculty about textbook selections Maintain directory of faculty addresses, office locations, phone numbers, etc. Maintain master schedule (office hours, door schedules, etc.). Collect and file syllabi. Post cancellation notices for faculty. REU application and program support Collect and distribute papers (such as graded work) to students. Administer exams provided by faculty. Assist faculty with outgoing mail and shipments. Assist faculty with printing and copies, including copy center jobs. Provide appropriate clerical and problem-solving support to students and faculty. Assist the Unit Head and faculty with facilities and maintenance requests. Maintain paper in department printers and submit maintenance requests when necessary. Maintain department lost and found. Organize and maintain brochures, handouts, and other information for students. With student worker, facilitate evaluation of course equivalencies. Provide appropriate information, clerical support, and problem solving resources to students and faculty. 	<ul style="list-style-type: none"> Reception: answer phones and assist visitors. Maintain department budget and advise Unit Head on budgetary matters. Assist with processing of REU applications. Provide training, mentoring, and support to the Department Coordinator. Coordinate special events, such as startup meetings, award ceremonies, and retirement parties. Maintain department picture board. Facilitate processing of student evaluations. Provide appropriate information, clerical support, and problem solving resources to students and faculty.
		<p style="text-align: center;">Student workers</p> <ul style="list-style-type: none"> Reception: answer phones and assist visitors. Distribute course equivalence evaluation requests to faculty. Collect and deliver mail. Assist faculty with printing and copies, including copy center jobs. Post relevant information and announcements to department bulletin boards. Complete special projects as assigned by the Unit Head or other other staff members. Provide appropriate information, clerical support, and problem solving resources to students and faculty.