Maureen O'Neill – 120 SH

Administrative Services Specialist

- 120 SH Main Office Operations
- Cornelia Schedule & Travel
- Course Management: "CLAS" coded courses
- Website Content, PCard Holder
- CLAS Scholarships Support
- Updates Student Records
- Manages administrative needs for Associate Directors

Kelly Kauffman **Operations Manager**

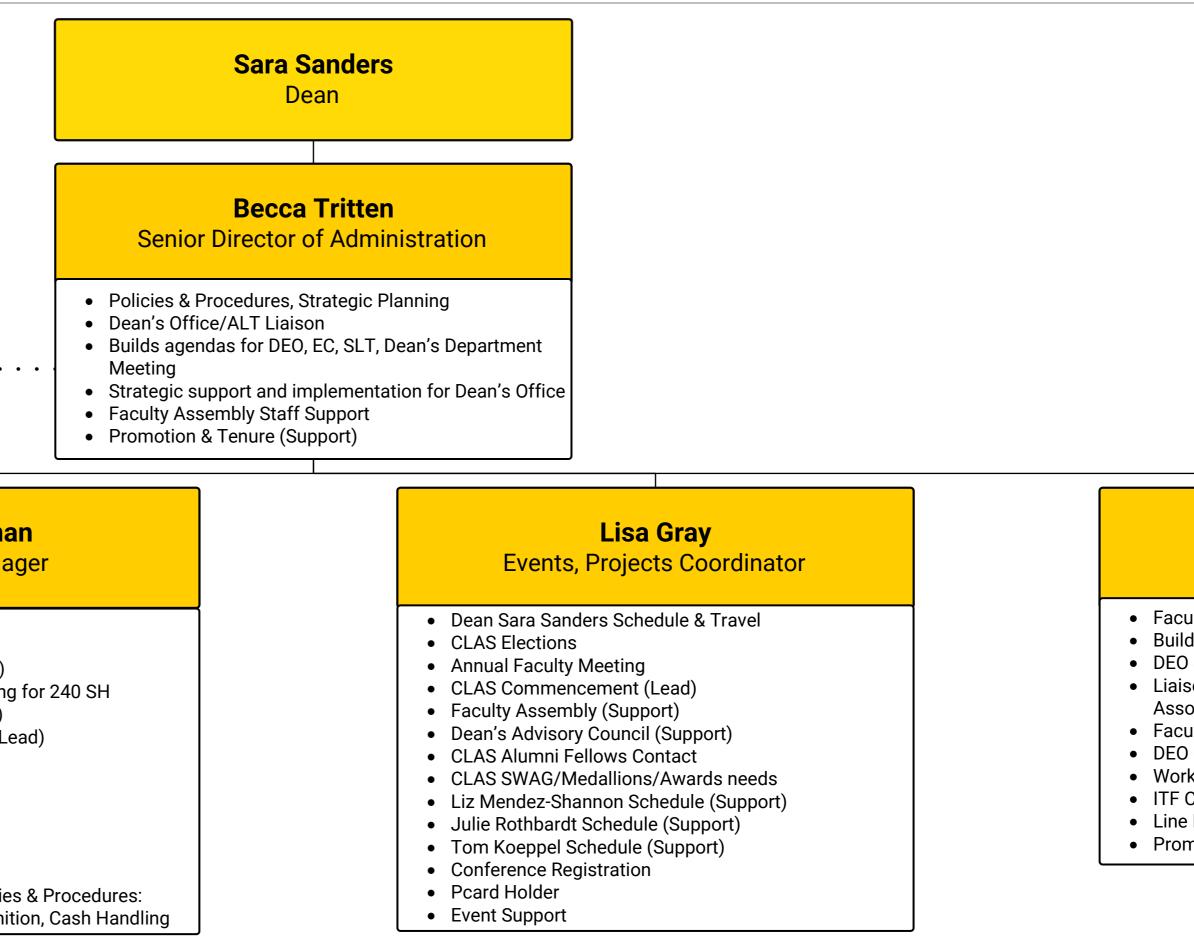
• 240 SH Main Office Operations

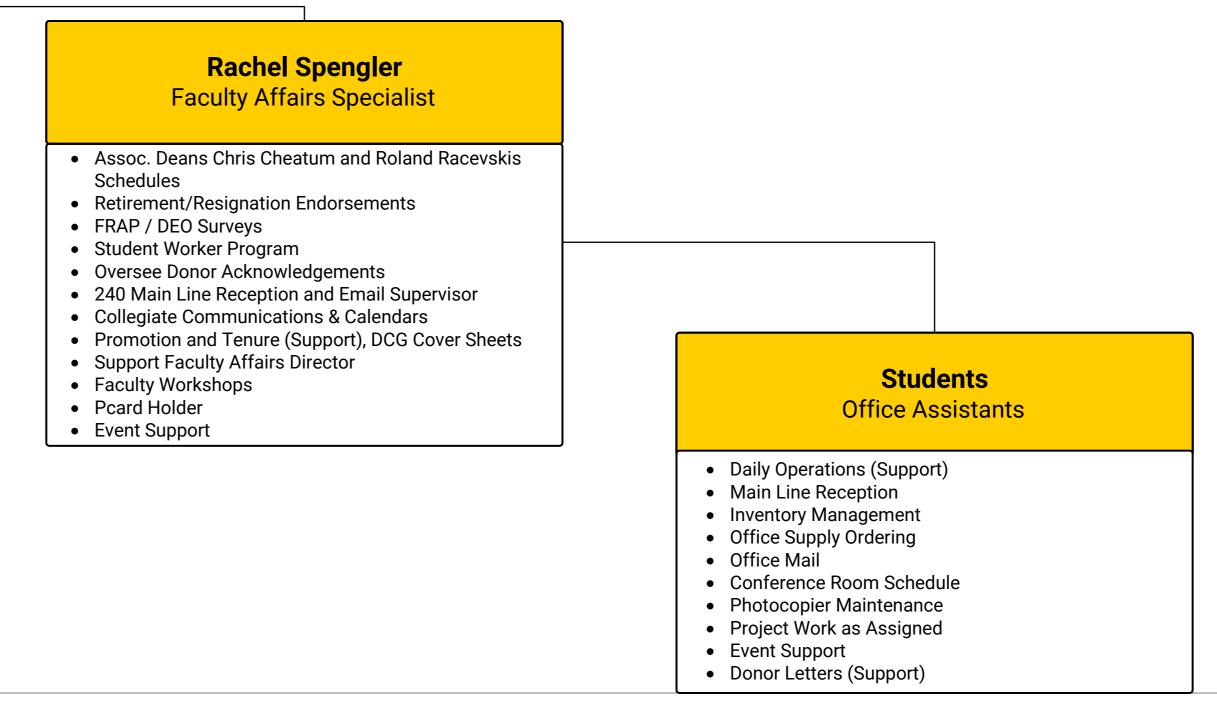
- 240 Operations Budget
- Key & Access Management (SH)
- Efficiencies, Facilities, Purchasing for 240 SH
- Dean's Office Purchasing (Lead)
- Events Management/Planning (Lead)
- CLAS Workflow Administrator
- Oversee CLAS Scholarships
- CLAS Department Reviews
- CLAS Department MOPs
- Named Appointments
- Annual Review of Policies
- Financial Sub-certification Policies & Procedures: Food/Beverage, Reward/Recognition, Cash Handling

Catherine Moore Administrative Services Specialist

- Assoc. Deans Christine Getz and Josh Weiner Schedules
- PDAs, Old Golds, Flex Loads, Faculty Awards
- Graduate Education Matters: GEPC, GESS, DGS Orientation, Career Boot Camp, etc.
- TA & Post Doc Process Management
- CLAS Scholarships Support
- CLAS Policy Website Updates
- Dean's Office Website Maintenance
- CLAS Org Charts
- Pcard Holder
- Event Support

College of Liberal Arts & Sciences Dean's Office Staff





Tiffany Schier Faculty Affairs Director

• Faculty Policies & Procedures Builds Strategies, Ensures Equity DEO & Faculty Affairs Training • Liaison with Dean's Office staff on data needed for Assoc. Deans • Faculty Reviews, All Categories • DEO Offer Letters, Retention Letters, MOUs Workload Allocations, PTEAPs ITF Contract & Line Procedures • Line Proposals, Joint Recommendations • Promotion and Tenure (Lead)