

WS&E Support Staff Duties by Task

Tasks	Assigned To
Banner/FIS/HRIS/Datawarehouse operator	Karla
Banner/SIS/Datawarehouse operator	Margie, Debbie or Karla
Brochures - departmental	Debbie, Margie or Karla
Bulletin Boards	Margie
Business services for department: monitors dept accounts, budgets, liaison with CoF accounting, grant expenditure assistance	Karla
Catalog copy - graduate	Debbie
Catalog copy - undergraduate	Margie
Class schedules	Margie. Debbie will provide back-up
Computer network account set-up or change	Karla. Margie or Debbie will provide back-up
CRIS reports	Karla
Directory Updates	Debbie
Equipment check-out: laptop, in-focus	Debbie, Margie or Karla
FAX & Canon Printer troubleshooting	Debbie. Karla and Margie will provide back-up
HP (Office) Printers troubleshooting	Margie. Karla and Debbie will provide back-up
Prof review reports for faculty	Margie. Karla will provide back-up
CV updates for faculty	Margie. Karla will provide back-up
Fellowship applications and process	Debbie. Margie will provide back-up
Grad Admissions Committee support	Debbie
Grad Affairs Committee support	Debbie
Graduate student: inquiries, applications, handbook updates & edits, room assignments, student information database, student academic files	Debbie. Margie will provide back-up
Leave reports	Student Worker - Alicia
Library support and upkeep	Margie. Student worker will provide assistance
Mail out-going/incoming	Margie. Debbie, Karla and Student Worker will provide back-up
Mail-Room maintenance	Margie. Student worker will provide assistance
Personnel services for department: recruiting, hiring, payroll, terminations, affirmative action, benefits, personnel changes/actions, personnel files, support staff supervision	Karla
Photoboard	Debbie
Photocopying	Student Worker - Alicia
Powerpoint Presentations for classes, departmental presentations	Debbie or Margie
Promotion & Tenure documents	Margie. Karla will provide back-up
Purchasing: Equipment (over \$5000)	Karla. Margie will provide back-up
Purchasing: general office supplies	Margie. Karla will provide back-up
Reception: answer phones, direct visitors, etc.	Margie. Debbie will provide back-up
Research database: departmental research reports	Karla
Research Proposal forms preparation	Margie, Debbie or Karla
Scanning documents	Student Worker - Alicia
Seminar announcements: preparation of announcements, text email notices, limited hard copies to departments	Debbie
Student Evaluation of Teaching	Student Worker - Alicia
Student worker supervision	Margie. Debbie or Karla will provide back-up
Support staff supervisor	Karla
Telephone services: new phone, change in service, change in billing	Margie
Textbook orders	Margie
Thesis binding	Margie. Debbie will provide back-up

Typing/Keyboarding/Editing: course work, general correspondence, seminar announcements, letter size posters	Debbie and Margie
Undergraduate program support: undergrad inquiries, support to undergrad advisor, photo page, support to Recruiting & Retention committee	Margie
Web page updates - departmental	Debbie
Wood Magic Assistant	Margie
WSE Brief	Margie. Karla will provide back-up