

<b>Jennifer Cricchio - Staff Asst II</b> <b>Assistant to Chair/Receptionist</b>	<b>Natalie Tobin - Managerial Associate</b> <b>Office Mgt and Personnel Admin</b>	<b>Terri Perez - Staff Asst III</b> <b>Budget and Special Accts</b>	<b>Laura Tiffany - Temp Staff Asst III</b> <b>Academic and Student Services</b>
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Manage chair's calendar/appt scheduling Special projects for chair Prepare award dossiers and route/ class prep/draft correspondence/ maintain faculty files/update dept contact lists Support faculty searches Faculty meeting minutes transcribe minutes and distribute Process Exams from CIDL Log info/assign to professor/ log/grade/scan/email back to CIDL Grad Language Reading Exams log/assign to professor/scan/ send to CIDL Process TAP and FAP applications Textbook Adoptions Collect textbook orders/ enter into system and submit orders Repair work orders, building matters Keys Central communications/questions Primary point of contact for all walk-ins dept. email and phone calls Collect staff leave requests and sched Mail distribution Crimson Corner ordering Maintain list of faculty office hours Reception Order office supplies	Manage Staff Staff Scheduling Appoint/Term employees by e-paf Overload/Extra Compensation Fellowship payments Post staff job listings Position Description Update Hire new staff in job system Position Management Time entry Timesheet Approval w/Chair, time entry Additional Chair Support Review payroll extracts  ID unpaid employees ID underpaid/overpaid employees ID Term/overpays Review actuals Budget admin OTIS Accts payable Approvals Monitor general reimbursements Office policies and procedures Staff evaluations Concur Travel Approvals Business Continuity Plan Building Safety Program  Building Safety Co Coordinator Supplemental Payments Crimson Corner Approvals FAMS Management Faculty Payroll Liaison Building Construction Liaison	Maintain personnel files Grant accounts Foundation account deposits Foundation account reconciliation Concur Travel Approval (Financial) Crimson Corner: reimbursements, orders P-card purchase Faculty start-up New hire set up, orientation Independent Contractors Job Advertisements for Candidates VISAS Post faculty job listings  Process Reimbursements from CAS Faculty liaison: primary contact person Reconcile accounts Monthly budget reports to chair Faculty Moving Expenses Faculty Travel/Research Funds Forecast Projected Budget TAP Approval Data Entry QuickBooks Maintain Faculty Computer Request FAP Approval Accounts Payable Filing  Open New Accounts	Database of students + prosp students Foundation Award payments Student Services Info handouts for students, packets Assistant Chair Support Class mgt and scheduling Enrollment Management Maintain faculty binders: PTT, PTR, Awards Concur Travel Support Book travel and lodging for guests Chair Special Projects Board of Visitors Courseleaf  Program Modifications New course requests Update courses, syllabi P/T and 3rd year reviews Compile and organize materials Format, invite, log evaluators Upload materials for review Lead on faculty searches Space Renovations/Improvements Space and Planning logistics Annual Faculty Evaluations Compile and Distribute STE Reports Event Coordination Scholarships: database, apps, awards, disbursement