Dean’s Office Staff Responsibilities - August 2018

Business Ops

Sarah Schaeffer-Business Officer: (Reports to Dean) schaeffers@uncw.edu; 2-4216
- Student Credit Hour Data
  - Historical Information and Projections
- New Program Budgeting
- One-Time Funding Requests
  - Including: Equipment, Education and Technology Fees, Cultural Activities Fees
- Funding Restrictions: What is appropriate based on funding type?
- Budget Availability
  - Budget Tracker Training
  - Movement of funds not within department capabilities

Katie Lange-Business Officer: (Reports to Dean) langek@uncw.edu; 2-7506
- PeopleAdmin: Help, approvals and authorizations to search
- Supplemental Compensation/ FLAC (Faculty Load and Compensation)
- Salary Workbook and pay scale questions
- Position requests: pooled or permanent
- Position funding changes
- Approvals in HR Online/EPAF (Electronic Personnel Action Forms)
- Cost Shares/Cost Reallocations

Olivia Causby-Business Services Coordinator: (Reports to Schaeffer) causbyo@uncw.edu; 2-7753
- Leave keeping
- Hiring packets for full-time, part-time and GTAs
- Business operations processes:
  - Budget revisions
  - Journal entries
  - Interdepartmental invoice
  - ChromeRiver: Check requests, business entertainment, CAS travel and backup for departments
  - Community Engagement awards
- Main Dean’s Office reception
Office Administrative Staff:

Daniella Murray-Executive Assistant to Dean Volety: murrayd@uncw.edu; 2-7232
- Assistant to Dean Volety
- Office Manager
- Staff Advisor to the Dean’s Student Leadership Council
- CAS/UNCW Event Coordinator (Convocation, UNCW hosted social gatherings)
- Various personnel paperwork processing liaison including Departmental Faculty Contract Status
  - **Collaboration with AD for Faculty Policy** (AD interpretation and implementation and EA support)
    - Reappointment, Tenure and Promotion
    - Post Tenure Review
    - Phased Retirement
    - Postponement of Personnel Actions
    - Lecturer Contracts
    - Chairs Terms
    - Anything faculty policy related (Adjunct faculty application processing, but AD is not typically involved in that process)

Cathy Murphy-Executive Assistant for and reports to Senior AD of Graduate Programs, Research and Innovation: murphyc@uncw.edu; 2-7926
- Assistant to Dean Webster
  - Maintain Dean Webster’s calendar
  - Communicate with UNCW personnel who wish to reach or meet with Dean Webster
  - Chrome River for Dean Webster’s travel
- Purchasing via UShop
- Submit Surplus and AIM work order requests for CAS spaces
- With Bill Crews, maintain project tracker for all ongoing CAS furniture orders and SPR-driven renovation projects
- Maintain master spreadsheet to track CAS dollars earmarked for GTAs, tuition remissions and graduate scholarships
- Assist Dean Webster with communicating critical information to department chairs and graduate coordinators
  - Prepare and send annual award letters to departments, showing number of GTAs, tuition remissions and scholarship awards allocated by CAS
  - Maintain close communication with coordinators, chairs and admins to ensure that all award dollars are used and to prevent inadvertent overspending
- Solicit and maintain from graduate coordinators spreadsheets to track each graduate program’s allocations
- Communicate and coordinate with Kimberley Cheatham in Financial Aid to keep NextGen current with program allocations
- Use NextGen to “audit” graduate program award disbursement and check student eligibility
• Help coordinate Research Reassignment and Pilot Grant applications and awards
• Help facilitate annual Life Cycle computer inventory and replacement
• Work with AD for Curriculum and Policy on CAS annual lecture series
• Approve requests for use of CAS space using EMS
• Collaborate with Bill Crews on key control for CAS
  o Maintain physical key cabinet in BR 170
  o Maintain virtual key cabinet using Keystone software
  o Issue keys as needed to CAS personnel
• Daily campus mail

Sue Tatum: Executive Assistant for AD for Student Success (Reports to AD for Student Success)
tatums@uncw.edu; 2-3413
• Keep Dean Boersma’s calendar; student appointments
• Make AD’s travel arrangements; work with Olivia Causby on processing
• Triage phone calls (2-3413)
• Student Worker Supervisor
• Process DIS and Internships, paper sub/waivers
• Time conflicts, over 18 hours, grad walker applications
• End of term processes with Academic Services Coordinator
• Bear 109 office supply orders
• Assist AD with Student Success Initiatives
• Assist AD with Undergraduate Research initiatives.
• Other duties as required by the ADs.

Allison Lawlor-University Program Specialist: (Reports to AD for faculty (75%) and AD for Curriculum and Policy (25%)) lawlora@uncw.edu; 2-3113.
• Student Banner Lead for CAS Dean’s Office
• Enrollment Management
• Orientation + Registration Seat Holds
• CAS Academic Course Scheduling (Including cancelling and adding classes)
• CAS External Event Coordinator (Graduation locations, College Day, Homecoming, Open House)
• Assist AD for Curriculum with curriculum development and review processes
• Other administrative duties as required by the ADs
Specialized Staff:

Gena Guthrie—Public Communication Specialist: (Reports to Dean) guthrieg@uncw.edu; 2-3422

- Oversee communication and marketing initiatives for CAS
- Serve as the CAS liaison to the Office of University Relations
- Develop content for web, print and social media; write copy for marketing materials
- Promote CAS events to the university community and public
- Manage the college’s website and social media platforms
- Draft and distribute CAS e-newsletter
- Assist CAS departments with promotional needs

Courtney Sanders—Director of Assessment: (Reports to the Dean) sandersc@uncw.edu; 2-2653

- Program evaluation and student learning outcomes assessment, including:
  - Assessment plans and reporting
  - Data collection
  - Data analysis
  - Measurement best practices (e.g., instrument/test/rubric development, reliability, validity)
- Taskstream/Watermark assessment software
- SACSCOC accreditation requirements and processes

Maggie Bannon—Academic Advising Coordinator: (Reports to AD for Student Success) bannonm@uncw.edu; 2-2294

- Serve as the liaison between CAS and Transition Programs to coordinate Transfer Advising.
- Coordinate end of the semester grade reports and intervention efforts for the College of Arts & Sciences.
- Work with students on academic contract
- Meet with walk in CAS students who need to speak to someone about issues that are affecting their current semester focus.
- Share information related to academic policies and advising best practices with the academic departments within CAS
- Work with students who wish to return to the University to complete their degrees through the Seahawk Success program.
- Represent CAS at Orientation and Admission events as needed.
Bill Crews: Facilities Coordinator Duties (Reports to AD for Graduate Programs, Research, and Innovation) crewsw@uncw.edu; 2-7546.

- Work with project managers and contractors on CAS capital projects, renovation projects and other infrastructure-related issues
- With Cathy Murphy, maintain project tracker for all ongoing CAS furniture orders and SPR-driven renovation projects
- Assist with planning for, purchasing and installation of furniture orders
  - Communicate with furniture vendors (primarily KI, Interior Designs)
  - Communicate, coordinate, and assist furniture installers and movers (Two Men and a Truck, JDCC AMG)
- Assist with reallocation of stored equipment and furniture
- Liaise with Space Management personnel on CAS-related space issues
- Maintain, update and distribute CAS room matrix
- Collaborate with Cathy Murphy on CAS key control
  - Hold master key and assist with lockouts
  - Maintain physical key cabinet in BR 170
  - Maintain virtual key cabinet using Keystone software
  - Issue keys as needed to CAS personnel
- Provide classroom lockbox key codes to faculty and staff as needed and prior to each semester by batch emails to instructors

Lindsay Crighton-Director of Development: (reports to University Advancement) crightonl@uncw.edu; 2-3792

- Cultivate and solicit from CAS alumni and friends gifts of $25,000 or more
- Manage CAS Advancement Council
- Attend events on behalf of CAS
- Facilitate coordination and stewardship of all gifts to CAS
- Engage external constituents in education and awareness of CAS
- Work with department chairs on departmental funding priorities and alumni participation
- Manage CAS Foundation Board and Board of Visitors
- Travel throughout NC and SC along with NY, DC, FL and TX for support from alumni and friends