

STAFF POSITION SUMMARIES

Position Summary for Tracy Krushensky

Administrative Associate II

- General clerical support for faculty, staff and students
 - Mail distribution
 - Ordering office supplies
 - Photocopying appropriate classroom material
 - File preparation and maintenance
- Telephone and walk-in reception
 - Scheduling appointments for advisors
- IT Support Specialist for HHD (H&PE complex and Romney locations)
 - Provide computer/networking support to faculty and staff
 - Maintain student computers in HHD advising office
 - Maintain computer inventory for HHD (H&PE complex and Romney locations)
- Telephone coordinator for HHD (H&PE complex and Romney locations)
 - Process telephone repair and relocation requests
- Create computer generated materials i.e. advising newsletters, exams, handouts, syllabi, and e-mail correspondences between HHD Department and students
- Process Key requisitions for HHD (H&PE complex and Romney locations)
- Student registration and pre-requisite screening as needed
- PDF file distribution

Position Summary for Milana Lazetich

Computer Support Specialist I

- Provide computer/networking support to faculty and staff in Herrick Hall and serve as backup support for Hosaeus PEC and Romney Gym; maintain student computer lab and equipment
- Create and maintain departmental web site
- Coordinate, update, and maintain course scheduling for all HHD classes;
- Coordinate, update and maintain catalog changes for entire department;
- Room scheduling for Herrick Hall
- Create marketing materials such as posters, fliers, announcements, brochures, flowcharts, and various graphics presentations for faculty and staff; assist faculty in maintaining and creating academic computer-generated materials
- Contact person for building issues—keep department head and other occupants informed of building deficiencies and requests; Herrick Hall telephone coordinator
- Graduate coordinator assistant—work with Division of Graduate Education, counseling graduate coordinator, and program leaders keeping records, student files, handling paperwork
- Backup general office/reception (responding to students, faculty, public; answering main telephone; maintaining university/department/faculty schedules; make appointments for department head); distribute various forms, mail; order office supplies and maintain inventory

STAFF POSITION SUMMARIES (continued)

Position Summary for Léhilina Marlow

Administrative Associate II

- General office/reception (responding to students, faculty, public; answering main telephone; make appointments for department head); distribute various forms, mail, order and maintain office supplies and inventory
- Department textbook coordinator
- Work with graduate coordinator—assist with student communications, scheduling of meetings, graduate files/applications and comprehensive exams
- Assist with departmental meetings—schedule, take minutes
- Department accreditations
- Faculty search coordinator—represent the department and university to applicants from other academic communities; efforts result in successful hire
 - Arrange and attend meetings
 - Maintain contact with committee and candidates through search
 - Schedule interview and on-campus visits
- Faculty annual reviews
- RP&T coordinator
- Maintain departmental website
- Create handouts, posters, fliers, announcements, brochures, and various graphic presentations for faculty and staff

Position Summary for Kathy Weaver

Academic Advisor I

- Meet with undergraduate students to advise with scheduling classes according to the major or option curriculum; update and maintain advising files
- Evaluate transcripts for progress toward completion of university and major requirements
- Assist students in completing registrar forms (graduation applications, etc.) and registering for classes online
- Direct students to faculty, department head, or dean for required approval (i.e., for classes requiring consent of instructor, course substitutions and waivers, adding or deleting classes)
- Provide support and leadership for Advising Center and peer advisors
- Meet/correspond with prospective undergraduate students and parents; assist with new/transfer student orientations
- General administrative support for faculty, staff, and students (i.e., input grades, answering phones, sorting mail, contacting appropriate area for computer support, equipment repair, building maintenance, etc.)

STAFF POSITION SUMMARIES (continued)

Position Summary for Lynn Marlow

Administrative Associate III, currently under review for Accounting Associate IV

- Review and oversee budgetary issues for department as well as 10 sub-units, e.g., Employee Wellness Program, FSNE, EFNEP, Early Childhood Project, MSU Child Development Center, Team Nutrition, Most of Us Project, Grandparents raising Grandchildren Project, and their corresponding 10 administrative associates III's, professionals and accounting analysts housed in 4 different campus locations.

University Business Services:

- Reimbursement BPA's for travel and expense invoices, monthly purchase card reports for 10 p-cards.

HR/Personnel Payroll Services:

- PTF's, LOA's LOM's, funding change forms and monthly payroll time sheets.

Office of Sponsored Programs:

- Newly written proposal clearance forms for possible grant funding, monthly time and effort report, quarterly cost sharing time sheets.

- These budgetary issues must be review to assure they are in compliance with university policy prior to department head's signature.
- Train and monitor output of newly hired accounting personnel for 10 sub-units. Training includes completing BPA's, monthly p-card reports and retrieving information in Banner, S.A.I.S., Agbooks,
- Review and oversee budgetary issues for department as well as 10 sub-units, e.g., Employee Wellness Program, FSNE, EFNEP, Early Childhood Project, MSU Child Development Center, Team Nutrition, Most of Us Project, Grandparents raising Grandchildren Project, and their corresponding 10 administrative associates III's, professionals and accounting analysts housed in 4 different campus locations.
- Track and reconciles salaries and benefits for up to 150 departmental personnel including tenure/tenure track faculty, adjunct faculty, professionals, and staff in addition to 10+ graduate students and 40+ students, work with HR/PPS with any discrepancies in salaries.
- Communicate fiscal information to departments across MSU campus including department head and departmental advisory committee, UBS, OSP, AA, PPS, Provost, VP Research, EHHD, Extension, Athletics, Foundation, ITC, FS
- Identify, develop and complete income and expenditure forecasting reports to facilitate critical resource decisions related to departmental mission, present projected budgetary information at departmental budget meetings, faculty and staff monthly meeting and yearly department workshops.
- Receive, reconcile and process payments of all department invoices, distribute IDC and MSU Foundations funds to appropriate departmental indexes, make and track deposits for Child Development Center, Human Development Recourse Center, reimbursements from MSU Foundation, Curriculum Activity.
- Reconcile, balance, make deposits for grant checking account through OSP which covers over 30 stipends for contracted services and educational expenses connected to the grant.