

Administrator Services Support

Approved Tasks and Menu of Services

- **Course Support for Faculty**
 - provide curriculum support for a variety of courses
 - utilize ExamSoft in assisting course Chairs with uploading assessment questions and formatting course assessments electronically
 - assist with preparing and uploading course materials -- syllabi and other instruction-related materials -- via Canvas
 - coordinate and reserve parking for guest lecturers, speakers, and volunteers
 - order, maintain, distribute, and process reimbursements for instructional supplies

- **Reimbursements for Faculty**
 - assist faculty and faculty's lab members with preparing expense reports for reimbursement or reconciling T&E card expenses
 - process reimbursements for all other out-of-pocket expenses
 - provide basic guidance to faculty and faculty's lab members on Procurement Card expense reporting (per University policy, Procurement Card purchases are to be reconciled by faculty/faculty's lab manager/member)

- **School Committees Support**
 - taking attendance and minutes
 - maintain committee listings

- **School Operations Support (e.g., Commencement, etc.)**
 - coordinates program planning and collaboration with program/project staff
 - provide high-level administrative assistance on various special projects that support the teaching, research and educational missions of SSPPS

- ***Associate Deans and Division/Department Chairs Support***
 - reimbursements
 - calendaring/scheduling meetings
 - taking attendance and notes in selected meetings
 - preparing support letters (i.e., letters of recommendation)
 - obtaining/providing signatures
 - copying/printing/typing (transcribing from handwritten edits on documents)
 - other administrator tasks as needed

Disclaimer: The information presented on this page is subject to change, and modifications to the listing of approved tasks and services will be communicated in a timely manner to all faculty and staff.