

- General Administration & Support
 - Office supplies
 - Departmental Room scheduling
 - Mail delivery, distribution, pickups, forms to use campus mail, interoffice envelopes
 - Events logistics (e.g. homecoming, graduation, speaker series)
 - Department communication
 - Serve as department point of contact
 - Travel accommodations and reimbursements
 - Submit work orders for building and facility maintenance
 - Submit IT requests for computer and printer troubleshooting
 - Incoming and outgoing mail and mailboxes
 - Verify federal I-9 employment eligibility

- Fiscal Administration
 - Balance monthly expenditures
 - Manage state, grant, overhead, gift, and endowment indexes/funds
 - Maintain financial records/spreadsheets
 - Work with Private Fund Accounting to ensure compliance with individual private fund gift restrictions
 - Compile annual spending report for the donor appreciation letters
 - Assist in budget planning

- Grant Administration
 - Conduct grant accounting and budget compliance
 - Ensure funds are expended in compliance with federal and state guidelines
 - Prepare monthly statements
 - Process grant award salary authorizations and student award and initiatives

- Procurement
 - Manage routine procurements in compliance with state and university policies
 - Utilize the university's electronic procurement system
 - Research and resolve invoice inquiries and disputes from vendors
 - Assist in the development and processing of vendor agreements
 - Act as liaison between Procurement office and faculty regarding procurement policy

- Administrative & Faculty Personnel Services
 - Facilitate the job search and hiring process for faculty, hourly, operational and grant-funded positions.
 - Process NTE, adjunct, courtesy faculty appointment, and other relevant employment
 - Liaise with HR and student financial aid
 - Facilitate the merit review process and promotion and/or tenure review process

- Records Management
 - Maintain unit, program, faculty and student records

- Faculty Appointment Forms (FAF), Contracts, Tenure & Promotion, Scheduled Semester Research Leave (SSRL), Course Evaluations
 - Memos from Dean's Office and Human Resources
 - Technology (printers, computer records)
 - Department specific guides (letterhead, event procedures, etc.)
 - Maintain spreadsheets for all unit operations: expenditures, travel, stipend, tuition, inventory, salary authorizations, personnel records, faculty peer evaluations, etc.
 - Liaise with Registrar, Provost, Financial Aid, and other units to produce necessary forms and reports.
- Scheduling & Registration
- Collaborate with the unit Course Scheduler/Chair/Director to complete and submit the final edited course schedule to the Registrar's office
 - Assist with resolving registration issues
 - Compile students' applications for honors program and independent studies
 - Coordinate logistics for defense of honors thesis
 - May be required to build academic schedule, in scheduling system, coordinating with faculty/Chair/Director and resolving conflicts.
- Communications and Technological Support
- Maintain content on the unit website, listservs, virtual bulletin boards, Teams, and social media
 - Utilize current software programs and applications to develop visually appealing communication materials, surveys, forms, and other content as requested.
 - Develop and disseminate notifications and other promotional materials including research, scholarship, education, and learning opportunities to unit/division, as appropriate.