### Major areas of responsibilities

#### Stephanie Bassette
- Change of Academic Forms - Minor/Major Advisor Assignments
- Travel Reimbursements (direct questions to Ariadne Lopez)
- Work/Study Supervision
- Faculty Support
  - Book Orders
  - Schedules/Syllabi/Phone Directory
  - Printing/Copies (Regular copy requests and bulk printing)

#### James Bell
- Schedule of Courses (SOC)
- Study Abroad Program Support
- Reporting (COGNOS – Enrollment, Major/Minors, etc)
- Elections
- Website Updates/Lobby Sign and Kiosk Updates
- Grants Support

#### Katie Gwaltney
- Graduate Program Support (including LPC Scheduling)
- Donor Relations/Gifts/Fund raising

#### ALL
- Foreign Language Certificates
- Independent Study Forms/Set up
- Room Reservations
- Mail distribution

#### J BH
- Office Keys/Mailbox Keys
- Building and Copier Maintenance and Management
- Supplies/inventory management

#### Branding, Marketing and Communications
- Website maintenance/uploads
- Promotional material
- Lobby screen/Kiosk content
- Polyglot support
- Compliance

#### PO Box Communications to Students
- Events/Events Support (Convocation, Honor Society and Ad Hoc)
- UDAcademe Support (uploading documents)

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If you have any HR, Payroll or for any items not covered above please direct your questions to Ariadne López.