## Major areas of responsibilities

### Stephanie Bassette
- Change of Academic Forms – Minor Advisor Assignments
- General Concur Support
- Work/Study Supervision
- Faculty Support
  - Book Orders
  - Schedules/Syllabi/Phone Directory
  - Printing/Copies (Regular copy requests and bulk printing)

### Katie Gwaltney
- Schedule of Courses (SOC)
- Graduate Program Support
- Donor Relations/Gifts/Fund raising
- Change of Academic Forms – Major Advisor Assignments
- Reporting (COGNOS – Enrollment, Major/Minors, etc)
- Foreign Language Certificates

### All
- Independent Study Forms/Set up
- Room Reservations
- Mail distribution

### Study Abroad Support
- Elections
- JBH
  - Office Keys/Mailbox Keys
  - Building and Copier Maintenance and Management
  - Supplies/inventory management

### Branding, Marketing and Communications
  - Website maintenance/updates
  - 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 Course Evaluation documents)

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