GENERAL JOB DUTIES

**Associate Director**
Shelley Elliott (shelley1@uoregon.edu)
- budget management
- creating, implementing, and maintaining equitable and effective policies and procedures
- overseeing the administrative, academic, and business operations of assigned units
- ensure service commitments between ASU and the CAS Business Office are met
- ensure compliance with dept, federal, state, university, college regulations and policies
- human resources responsibilities
- manage the day-to-day operations of the ASU
- manage relationships with academic unit in collaboration with the ASU Sr Director
- strategic planning in partnership with the Dept Head
- supervision of manager positions and executive support specialist

**Executive Support Specialist**
Olivia Bernard (oliviab1@uoregon.edu)
- executive support to ASU Associate Director and Department Heads
- (specific duties tbd)

**Graduate Program Support Services**
*Staff Contacts:*
- Jen Strong, Academic Programs Manager (jsstrong@uoregon.edu)
- Jessica Davis (jdavis27@uoregon.edu)
- Helen Durany (hdurany@uoregon.edu)
- TBA

*Job Duties include support and completion of processes related to:*
- advancement to candidacy
- oral defense
- applications and admission
- petitions
- committee support
- policies, rules, regulations, procedures
- degree analysis
- quarterly exams
- evaluations
- recruitment of graduate students
- GDRS
- reports (data, stats)
- graduate employees (GEs)
- rotations
- graduate program requirements
- teaching assignments
- graduate student handbook
- website updates

**Undergraduate Program Support Services**
*Staff Contacts:*
- Jen Strong, Academic Programs Manager (jsstrong@uoregon.edu)
- Leah O’Brien (leaho@uoregon.edu)
- Ingrid Karson-Hickman (ingridk@uoregon.edu)
- Kennedy Cyr (kcyr@uoregon.edu)

*Job Duties include support and completion of processes related to:*
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<td>Enrollment Reports</td>
<td>Website Updates</td>
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**Faculty Support Services**

**Staff Contacts:**
- Christi Mabinuori, Operations Manager (christim@uoregon.edu)
- Judi McDonald (judimac@uoregon.edu)
- Alisa Karns (akarns@uoregon.edu)
- TBA

**Job Duties include support and completion of processes related to:**
- Account balances for faculty accounts
- Professorships
- Awards
- Promotions
- CAS Business Office liaison
- Reports (Data, Stats)
- Committee support and tracking
- Reviews (Annual, Mid-term, Post Tenure)
- Course buyouts/releases (Tracking)
- Sabbaticals
- Course loads (Tracking)
- Salary Increases
- Courtesy appointments
- Search support advertising, recruitment, visits, meetings
- CV collection
- Sick leave reporting
- FMLA leave
- Stipends
- Hiring liaison with CBO
- Summer appointments/enrollment break even
- Leave without pay
- Tenure
- Onboarding
- Tenure reduction program
- Payroll initiation, adjustment, correction
- Union exemption updates
- Peer teaching evaluations
- Website updates

**Operations Support Services**

**Staff Contacts:**
- Christi Mabinuori, Operations Manager (christim@uoregon.edu)
- Annie Rogers (arogers2@uoregon.edu)
- Amy Lane (alane10@uoregon.edu)
- Dave Musgrove (dmusgrov@uoregon.edu)

**Job Duties include support and completion of processes related to:**
- Access to buildings, rooms
- Printing services (Large classes, other campus printing)
- Building management
- Reception
- CAS Business Office liaison
- Retirement celebrations
- Charitable fund drive
- Room reservations
- Commencement (Assist UG Staff)
- Scholarships/awards (Departmental)
- Colloquia
- Seminar support
copiers
computer replacement/purchase
directories
donor acknowledgement
equipment inventory
field trips
food drive
office space for new faculty
outreach compliance
posters

space inventory for department, classrooms, office
staff support for non-ASU employees
student employee hiring, timesheets, payroll
supply ordering
syllabi collection
telephones
textbook orders
visitors to the department/university
website updates