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
TBD
- 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)
- Liz Wallace (lizwall@uoregon.edu)

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:
advising
individualized study

individualized study
class schedule
teachers

peer advisors

peer advisors

prerequisites

prerequisites

records

registration

registration

reports (data, stats)

reports (data, stats)

summer session class schedule

summer session class schedule

website updates

website updates

Faculty Support Services
Staff Contacts:

Christi Mabinuori, Operations Manager (christim@uoregon.edu)

Judi McDonald (judimac@uoregon.edu)

Alisa Karns (akarns@uoregon.edu)

Olivia Bernard (oliviab1@uoregon.edu)

Job Duties include support and completion of processes related to:

account balances for faculty accounts

account balances for faculty accounts

professorships

professorships

awards

awards

promotions

promotions

CAS Business Office liaison

reports (data, stats)

reviews (annual, mid-term, post tenure)

sabbaticals

salary increases

search support advertising, recruitment, visits, meetings

sick leave reporting

stipends

summer appointments/enrollment break even

tenure

tenure reduction program

union exemption updates

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)

colloquiums

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
PROHIBITED DISCRIMINATION REPORTING

Every university employee falls into a prohibited discrimination reporting category, each with specific reporting obligations for all forms of prohibited discrimination, regardless of whether the disclosure is made by a student or employee. Additional information can be found here: https://investigations.uoregon.edu/employee-responsibilities

Within the Academic Support Unit (ASU), the prohibited discrimination reporting categories are 'Designated Reporter' and 'Assisting Employee.' Each ASU employee's reporting category is noted in the table below:

| Designated Reporters in the Academic Support Unit (required to report prohibited discrimination)  |
| Shelley Elliott | Christi Mabinuori | Jen Strong |

| Assisting Employees in the Academic Support Unit (should not share disclosures of prohibited discrimination unless the information conveyed suggests a threat to the health or safety of any person)  |
| Kennedy Cyr | Ingrid Karson-Hickman | Leah O'Brien |
| Jessica Davis | Amy Lane | Annie Rogers |
| Helen Durany | Judi McDonald | TBA |
| Alisa Karns | Dave Musgrove | TBA |