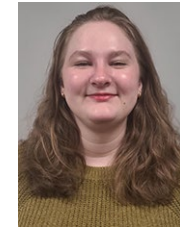
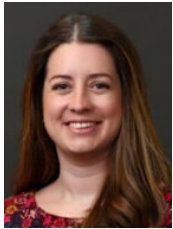


WHO DOES WHAT?

Medicine, Health & Society

CALHOUN HALL
Suite 300



Brooke Talley

Administrative Manager

Angee Rose

MA (4+1)
Program Coordinator

Olivia Lawrence

UG
Program Specialist

Hannah Schaeffer

Administrative
Coordinator

Bailey Cook

Administrative Specialist

BUILDING MANAGER

FUM – Fin. Unit Manager

- Budgeting
- TT faculty review, promotion & tenure
- NTT Reappointments (multi-year)
- On-boarding of new faculty

GRADUATE STUDENTS

- Stipends/payments
- Grad student hiring (TA hiring)
- Student Recruiting
- Progress tracking
- DGS Support

UNDERGRADUATE STUDENTS

- UG Hiring (RA hiring)
- UG course enrollment
- Course scheduling
- Assisting UG events
- DUS support
- PhD/GPED support

FACULTY SUPPORT

- NTT reappointments (short-term)
- External Consultants
- Honoraria/payments
Prof svc agreements (PSAs)
- Coordinates **ALL** Seminars/Speakers
- Coordinates **ALL** Events
- Faculty recruiting
- Purchase requisitions

DEPARTMENT SUPPORT

- Classroom AV support Requests
- Plant Operations/facilities requests
- Ordering Office supplies/equip.
- **Expense report** support
- Assists Faculty Events
- Guest speakers support
- Websites and Social Media