



VANDERBILT  
UNIVERSITY

## Department of Mathematics Administrative Staff Team



### **Ashley Brammer, *Administrative Officer***

- Departmental Lead & HCM
  - Faculty Payroll/Summer Salary
  - Payroll/Effort Costing Changes
- Liaison to the Dean's Office
- Support to the Chair



### **Stephanie Johnson, *Administrative Manager***

- Financial Unit Manager (FUM)
- Purchasing/Software Store Approvals
- Seminar Budgeting
- Facilities Projects



### **Tori Taylor, *Administrative Manager***

- Faculty & Postdoctoral Affairs
  - (Re-)Appointments & visa needs
  - Recruitment/Hiring
- Departmental Event/Conference/Workshop Planning



### **Anna McDaniel, *Program Coordinator, Student Affairs***

- Course Graders
- Colloquia Planning
- Graduate Payroll
- Graduate Student TA/RA Assignment
- Academic Milestones/Forms



### **Corina Hinson, *Program Specialist, Student Affairs***

- Graduate Student Office Assignments & Keys
- Student Enrollment & Brightspace Access
- Student Travel & Expense Report Assistance
- Student Event Support



### **Savannah Magsby, *Administrative Specialist***

- Facilities Work Orders
- Purchasing
- Space Reservations
- Visitor Travel & Seminar Logistics