




Earth & Environmental Sciences

Who do I contact for what?

	<p>Kevin Hooper, Administrative Manager</p> <ul style="list-style-type: none">• Responsible for day-to-day operational management of department• Serves as department Financial Unit Manager [FUM], reviews & approves expense reports, procurement requests, software store orders, iLab requests; assists with trouble-shooting expense report/procurement questions• Department liaison for hiring all research staff• Oversees department space/space survey• Point of contact for internal/external grant questions• Primary administrative point & oversight for human resource activities including payroll processing submissions for faculty [academic/summer]• If all else fails, feel free to contact me if you're not quite sure who to contact!
	<p>Tori Taylor, Program Coordinator</p> <ul style="list-style-type: none">• Oversees coordination of Ph.D. Earth & Environmental Sciences program• Manages graduate student payroll• Assists students in the completion of all necessary paperwork related to their degree progress• Contact for hiring undergraduate and graduate student workers• Point of contact website updates• Coordinates department events
	<p>Corina Hinson, Administrative Specialist</p> <ul style="list-style-type: none">• Assists with enrolling undergraduate students in courses• Assigns advisors to undergrad students• Procurement requester/One-Card holder; assist with ordering supplies for labs that do not have a procurement requester/VU Credit Card• Works with Vice Chair to create course schedule• Coordinates appointments and reappointments of faculty and postdocs• Contact for hiring undergraduate student workers• Assists Department Chair with calendar/scheduling• Issues keys• Coordinates conference room reservations• Point of contact for Work Orders