

Art Office - Delegation of Administrative Duties

Academic Program Manager, Celeste:

Department Academic Oversight

Course Scheduling & Building, Syllabi + Textbook Compliance

Department Communications

Website Updates + Web Team Liaison

Social media + News + Marketing Team Liaison

Purchasing

Material & Supply Fee – Class Ordering (FileMaker Course Management)

Travel

Special Event Coordination

Chair's Scheduling

Senior Administrative Specialist, Heather:

Human Resources (HR)

Hiring, Paychecks, Leave, Time Reporting, HR Reporting

Department Budget

Expense Tracking, Budget Reconciliations, Budget Forecasting & Planning

Faculty Appointments

P&T

FACET

Purchasing

outside of M&S fees, i.e. Post-Grant Awards, Facilities & Equipment, etc.

Both Office Staff Members:

Purchasing (Area E&G Funds & Professional Development)

Processing Travel

*Authorize both Celeste + Heather as your delegates in Concur

Room Reservations

Printing of materials

Access to rooms

Department Calendar Management

Faculty Meeting submissions

Property / Facilities / Building Services requests

Swipe Card Access / Key requests