

CHECKLIST OF DUTIES – January 2020

Individuals should be contacted in order listed. If you are unable to reach individuals listed, please see Eileen for Program questions and Lorin for Accounting questions.

PROGRAM ASSISTANCE (Eileen, Kamie, Karen, Lisa, Shannon)		ADMIN. SUPPORT FOR DEPT. CHAIR	BUSINESS CARDS	COMPUTER ASSISTANCE	DIGITAL DISPLAY	FEDEX	GRADUATE STUDENTS (current & prospective)	HATCH PROJECTS
		Eileen - 7973 Karen - 8163	Eileen - 7973 (faculty cards) Shannon - 7971 (student cards)	Helpdesk - 8685 (troubleshooting) Eileen (buy new) Lisa (surplus)	Kamie - 7123	Lisa - 7122 any other program staff member	Shannon - 7971 Eileen - 7973	Eileen - 7973
HIRING/ SEARCHES - BENEFITTED EMPLOYEES	INVENTORY	KEYS/CARD ACCESS	LAPTOP/ PROJECTOR RESERVATIONS & ASSISTANCE	MAIN OFFICE TELEPHONE	MASTER GARDENER PROGRAM	PARKING	POSTER PREPARATION/ PRINTING	ROOM RESERVATIONS
Eileen - 7973	Lisa - 7122	Eileen - 7973 Lisa - 7122	Kamie - 7123 any other program staff member	Shannon - 7971 Karen - 8163	Shannon - 7971 Lisa - 7122	Eileen - 7973	Kamie - 7123 Eileen - 7973	Any program staff member
SCHOLARSHIPS	SOCIAL MEDIA	SOFTWARE LICENSING	TEACHING SUPPORT	TELE-/WEB- CONFERENCING <i>conference calls, IVN/POLYCOM, Skype</i>	TELEPHONE SUPPORT	UNDERGRAD. STUDENTS	VIDEOTAPING/ DOWNLOADING & POSTING TO WEB	WEB DESIGN/ DEVELOPMENT
Karen - 8163	Kamie - 7123	Eileen - 7973	Karen - 8163 Shannon - 7971	Eileen - 7973 Kamie - 7123 Karen - 8163	Eileen - 7973	Karen - 8163 Shannon - 7971 Kamie - 7123	Kamie - 7123	Kamie - 7123
ACCOUNTING (Lorin, Andrea, Cora, Krista)		DEPOSITS	FORMS (timeslips, travel authorization & reimbursement)	GRANT PROCESSING	INVENTORY (items >\$5000 and computers)	INVOICING CUSTOMERS (e.g. fee testing)	INVOICE & PERSONAL REIMBURSE. PROCESSING	MONTHLY STATEMENTS (issuance & questions)
		Krista - 7125 Lorin - 6152	Located on wall across from Cora	Cora - 7126 Lorin - 6152	Krista - 7125 Andrea - 7972	Krista - 7125 Lorin - 6152	Krista - 7125 Lorin - 6152	Lorin - 6152 Krista - 7125 (includes Motor Pool, telephone, auditorion billings)
MOTOR POOL QUESTIONS	PAYROLL FUNDING CHANGES	PURCHASE ORDERS	PURCHASING CARDS	TIMESLIP EMPLOYEES	TRAVEL AUTHORIZATION & REIMBURSE.	WIRE TRANSFERS	WORK ORDERS	
Krista - 7125 Lorin - 6152	Andrea - 7972 Krista - 7125	Krista - 7125 Lorin - 6152	Krista - 7125 Lorin - 6152	Andrea - 7972 Krista - 7125	Andrea - 7972 Krista - 7125	Krista - 7125 Lorin - 6152	Krista - 7125 Andrea - 7972	