

Staff Task Distribution List

Yenneeka (Business Manager)

- **All hiring** (faculty, staff, postdocs, students) including DrexelJob postings, co-op job postings, offer letters, payroll resolution forms, visa paperwork for potential employees and bi-weekly time approvals
- **All departmental finances** including operating, gift and endowment: funding transfers, budget transfers, transaction corrections, and set-up of cost centers, departmental credit card
- Check requests, Purchase Requests, and travel reimbursement
- Oversight of **research accounts**, post award liaison to Research Office
- **Proposal budget help** for faculty
- AY buyout, research extra compensation
- GAANN administration
- E-PAFs/PAFs
- **Graduate admissions:** offers/ Health Subsidy Renewal letters for graduate students

Sarit (Academic Program Coordinator)

- **Student advising/affairs**, course overrides, senior clearing, retention, Drop/Add, Withdrawals, Appeals, (Late) change of grade, database access and reporting
- Curriculum planning and scheduling
- ABET support
- Annual Surveys: UMC, ASEE, US News, NRC
- Two-day course support
- Liaison to VAB

Dorilona (Operations Manager)

- **Publicity:** news for web, Drexelink, Daily Digest, DRAGONotes, external publicity write-ups
- **Publications:** annual report, e-newsletters
- **Student recruitment:** undergraduate and graduate
- Web content oversight
- **Awards/scholarships** assistance including editing essays and assisting with submission
- **Educational proposal and program support** (e.g.; REU and GAANN)
- Program planning for special projects (e.g.; Philly Materials Science & Engineering Day)
- Alumni/ae Relations
- Fundraising
- **Matching undergrads with research lab placement**

Andrew (Technology & Systems Administrator)

- **MSE website** maintenance and design
- **Materials/mse domain administration**
- Graphic design and printing of department handouts/brochures/publications
- **Computer and copier assistance and repair**
- **Computer hardware and software ordering assistance**
- **Online course support**
- CRF PC support
- **Yardi requests**
- **Telephone**

Keiko (Materials Program Manager)

- REU program(s)
- **Events planning**
- **Ordering office supplies**
- **Grant routing sheets**
- Outreach
- **Document signatures**
- **Seminar and faculty candidate coordination**
- **Receipt storage**
- **Point of contact for shipping and receiving**

Workstudy (can coordinate through Keiko)

- Photocopying
- Document delivery
- Mail sorting
- Data entry
- Staff support