

## **Administrative Asst III (Sherry Stokes)**

### **Staff Recruitment**

- Plan and arrange travel for staff recruits
- Respond to interview/travel questions

### **Staff Affairs**

- Coordinate 1st day of employment (I-9 employee eligibility form, ID badge and immunizations, etc.)
- Re ID badge, request employee to complete form, obtain DA signature and escort to badge office
- Obtain/provide key(s) from Audrey for new staff
- Arrange orientation date (Hearts & Minds and Making a Difference)
- Prepare and mail orientation package to new employee
- Prepare calendar for new employee
- Request salary recommendation from HR Comp and Class – review salary offer with department administrator
- Notify IT re new computer set up
- Consult department administrator re office location
- Coordinate FMLA
- Prepare position management form (PMF) for new employee
- Draft new employee announcement
- For promotions, prepare position questionnaire (PDQ) and attach org chart + job description

### **International Affairs**

- Coordinate incoming visa applications/complete 1180 with initial fees
- Maintain and prepare paperwork for existing visa status or change in status
- Coordinate permanent residency applications including payment of fees

### **Calendar Management and Meeting Support (vice chair + department administrator)**

### **Grant Support**

- OS overall coordination (responsibility is distributed among Sher, Eve, Donna, Audrey and WJ)
- Back-up: Biosketch

### **Department Support**

- Back-up: VU PeopleFinder - NOTE: Only employee can edit/update his/her information.
- Broadcast e-mail will be sent by AAI to request employee to include specific office location + direct line

## **Administrative Asst I (Eve Anderson)**

### **Staff Affairs/New Employees**

- New employee set up - Door/name plate, set up desk (supplies, etc.)
- Complete form(s) for new phone + V-Net code
- Back-up: Escort new faculty/staff to the Badge Office
- Back-up: Escort faculty/staff to Central Parking office
- Back-up: Escort faculty to Occupational Health
- Back door access (arranged in advance)
- See: New Hire Checklist (T drive templates) and Flow Chart (T drive HR related)

**Procurement and Disbursement**

- Prepare eProcurement requests (office supplies, computers, etc.)
- Back-up to Dale: Prepare software requests via ITS Software Store
- Prepare check requests
- Provide Travel Authorization forms to requesting department member and log number
- Maintain and update monthly telephone charges spreadsheet

**Calendar management (back-up for chair)**

**Grant Support**

- Biosketch coordination and department sign-off before sending to collaborator(s)
- Other Support document (assigned)

**Seminar Coordination**

- Send e-mail to appropriate distribution – coordinate correct list w/B Saville and ensure distribution is noted at bottom of e-mail
- Ensure e-mail lists are updated regularly
- Post flyers

**Clinic Support**

- Pick up attendance list (daily)
- Prepare clinic poster
- Advertise clinic (MyVUMC, MyVU)
- Coordinate clinic lunches by ensuring department members are signed up
- Replenish food/supplies

**Department Support**

- Arrange dates/locations for quarterly department meetings
- Arrange dates/locations for annual Administrative retreat
- Prepare icebreaker for department meeting
- Prepare/update/maintain organizational chart
- VU PeopleFinder (Send MEMO to department members to update personal information)

**Assistant to the Chair (Diane Kolb)**

**Faculty Recruitment**

- Organize candidate files
- Coordinate search committee activities including wiki page
- Respond to candidate questions
- Arrange candidate travel and prepare itinerary
- Devise/implement candidate tracking system

**Faculty Affairs**

- Coordinate 1st day of employment (I-9 employee eligibility form, ID badge, immunizations, etc.)
- Manage appointments and reappointments (initiate letters + manage internal tracking system)
- Coordinate FMLA

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### **Assistant to the Chair Continued**

#### **Calendar Management and Meeting Support (Department Chair)**

##### **Department Support**

- Department meetings
- Wiki creates/updates

##### **Special Event Management**

- 2012 UseR conference

#### **Office Assistant I (Audrey Carvajal)**

##### **Department database (dbconnect)**

- Back up: Enter payroll updates (dates + percent effort)
- Prepare reports (biostatistician role for Research Reward program)
- Match and update COEUS projects to dbconnect
- Project management – clean up database, e.g., update agency, grant ID number, PI, roles, etc.

##### **Grant Support**

- Other Support document (assigned)

##### **Department support**

- Front desk reception; answer main office line (greet people and provide information)
- New employee/promotion updates in wiki and dbc
- Mail and package distribution
- Initiate Webb's orders maintain kitchen supplies
- Update Team meeting agenda/minutes in wiki
- Follow up on general ledger encumbrances
- Confirm business/personal calls via V-Net code (collect monies)
- Replenish general office supplies
- Run errands

##### **Space and Facilities**

- Prepare Work Order requests
- Key management (track key numbers to department members)

##### **Equipment Maintenance**

- Copier
- Large department staplers

##### **Forms Management**

- Ensure cabinet C is updated regularly
- Track spreadsheets clean up/archive
- Order/re-order forms (1180s, check requests, travel authorizations)
- Order/reorder stationary, envelopes, campus envelopes, etc.
- Restock paper supply

##### **Library management**

- Back-up: Initiate eProcurement (Guy Brown office supplies, CDWG computers, etc.)