I Can Help You With...

**SCHOOL ADMINISTRATOR**
- Business Plans
- Employee Engagement
- Operational Analysis
- Policies and Procedures
- Resource Planning
- Staff Development
- Strategic Development

**FISCAL OFFICER**
- Account Reconciliation
- Budget Process
- Cost Centers
- Expense Reimbursement
- Faculty Supplements
- Faculty Travel Funds
- Financial Policies
- Financial Reporting
- Financial Training
- One-Card
- Part-Time Lecturers
- Scholarships and Fellowships
- Start-Up, STARS and Research Initiative Funds
- Student Travel Awards
- Summer Faculty Pay
- TA Funding
- Travel

**POST-AWARD GRANT SPECIALIST**
- Grant Budget Development and Maintenance
- Grant Consultation
- Grant Cost Center Reconciliation
- Grant Financial Reporting
- Grant Training
- RA Funding
- Research Funding Coordination

**MARKETING COORDINATOR**
- Brochures
- Digital Signage
- Directories
- Marketing Consultation
- Nexus Newsletter
- Promotional Items
- Special Event Support

**WEB DEVELOPER**
- BBS Lecture Page
- BBS Website
- Comet Calendar
- Graphic Design
- Insider Emails
- Lab Websites
- Microsoft TEAMS
- Nexus Newsletter
- Pictures - Faculty and Staff
- Site Server and WordPress

**COMMITTEE SUPPORT**
- Website Committee
BBS DEAN’S OFFICE STAFF

I Can Help You With...

**KATINA MCAFEE**
- **WEB DEVELOPER**
  - BBS Roster
  - BBS Website
  - Graphic Design
  - Lab Websites
  - Organizational Charts

**ROCKY SHEN**
- **IT SUPPORT SPECIALIST**
  - Hardware
  - Hardware Inventory
  - Hardware and Software Purchasing
  - IT Consultation
  - IT Training
  - Research Projects (technical)
  - Software
  - Systems

**HELEN ROTH**
- **DEAN’S EXECUTIVE ASSISTANT**
  - Academic Advisory Council
  - Admin and Finance Staff Meeting
  - BBS Events Calendar
  - Dean’s Signature
  - Curriculum Vitae
  - Executive Recruitment
  - Faculty Achievements/Accolades
  - Faculty Appraisals
  - Faculty Mentoring
  - Guest and Visiting Faculty
  - Meetings with the Dean and School Administrator
  - Mid-Probationary Reviews
  - Periodic Performance Evaluations
  - Promotion and Tenure
  - Room Reservations - GR4.104
  - Special Events
  - Student Events
  - Surveys
  - VIP Guests

**KEELEY FINCIK**
- **HUMAN RESOURCE LIAISON**
  - Appointing TA/RAs
  - Assigning Time Sheets to New Staff
  - Email Distribution Lists - Admin, Post Doc, Research, BBS All
  - Faculty Educational Credentialing Verification
  - Hiring of Faculty and Staff
  - Hourly Employees
  - Human Resources Consultation
  - Human Resources Policies and Procedures
  - International Affairs and VISAs
  - Job Advertisements
  - Job Descriptions
  - Offboarding - Faculty and Staff
  - Onboarding - Faculty and Staff
  - Staff Appraisals
  - Student Workers
  - Teaching Supervisors How to Approve Time
  - Training and Development

**ARLEEN SMITH**
- **FACILITIES AND RESOURCE LIAISON**
  - Asset Management
  - Badges
  - BBS Teaching Awards
  - Colloquium
  - Continuity Planning
  - Dean’s Office Supplies/Equipment
  - eCat Submissions
  - Email Distribution Lists - Faculty Lists
  - Facility Project Coordination
  - Furniture/Equipment Ordering
  - Keys
  - Lab Setup and Closing
  - Office Moves/SetUp
  - Records Management
  - Room Reservations - GR4.209, JO4.306, GR4.304 and JO4.314
  - Space Inventory and Planning

**COMMITTEE SUPPORT**
- Ad Hoc Committees
- Anti-Racism/Multicultural Committee
- Bylaw Committee
- Executive Committee
- Faculty Personnel Committee
- Teaching Effectiveness Committee

**BBS DEAN’S OFFICE STAFF**
- (972) 883-2494
- GR 4.810

**WEB DEVELOPER**
- BBS Roster
- BBS Website
- Graphic Design
- Lab Websites
- Organizational Charts