

OCIAS Office Staff Duties and Responsibilities

Administrative Manager	Graduate Program Coordinator	Accounting Technician	Undergraduate Program Coordinator
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Shared: Equipment/key checkout and reserving Rooms 348 and 175A

Administrative matters Advertising Complaints and difficult people Copier codes Emergency policies and procedures GDRS/GTFF issues GTF contracts and paperwork Large tasks and projects OCIAS employee evaluations OCIAS office assignments Payroll-all information and forms Policies and Procedures Purchasing OCIAS furniture Repairs/maintenance Searches Security Issues Space for all OCIAS operations Telecommunication needs/changes Tenure and Promotion procedures Work study student assignments	Catalog graduate edits Course scheduling and course offerings Courses: Cross-publishing Curricular changes Data processing requests Graduate application processing Graduate degree progress/completion Graduate files Graduate mailboxes Graduate School liaison Graduate student and address list Graduate student contact lists GTF Evaluations Maintaing graduate listservs Misc classroom scheduling Responding to request for information Set up Graduate exams (orals/defenses) Software training & troubleshooting Training faculty, staff and GTFs copier/fax Website updates	Fiscal policy; answer questions Journals and reconciliation Deposits (if applicable) Equipment inventory Faculty /Dept index reports Foundation related questions/transactions Grant management Journal vouchers Manage surplus supplies and equipment Order supplies Payment of invoices Profession Svcs Contract Purchase orders Reimbursement processing Reports Tracking Student & Faculty awards Travel arrangement & processing	Bulletin boards-postings and mgmt of Collect syllabi for OCIAS courses/faculty Commencement: letters, lists, publications Copying-copy orders Desk copy book orders Evaluations-course Event Planning File archives Flyer/document/brochure design Front line contact person INTL Photo Display Board (share) Mail, mailboxes Manage listservs Office hours: compile list for term Process UG graduation approvals Process UG individualized studies Respond to & re-direct departmental email Telecommunications Typing-letters, memos UG degree lists UG major application materials and process UG student files UG Supplemental grade reports Website updates
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