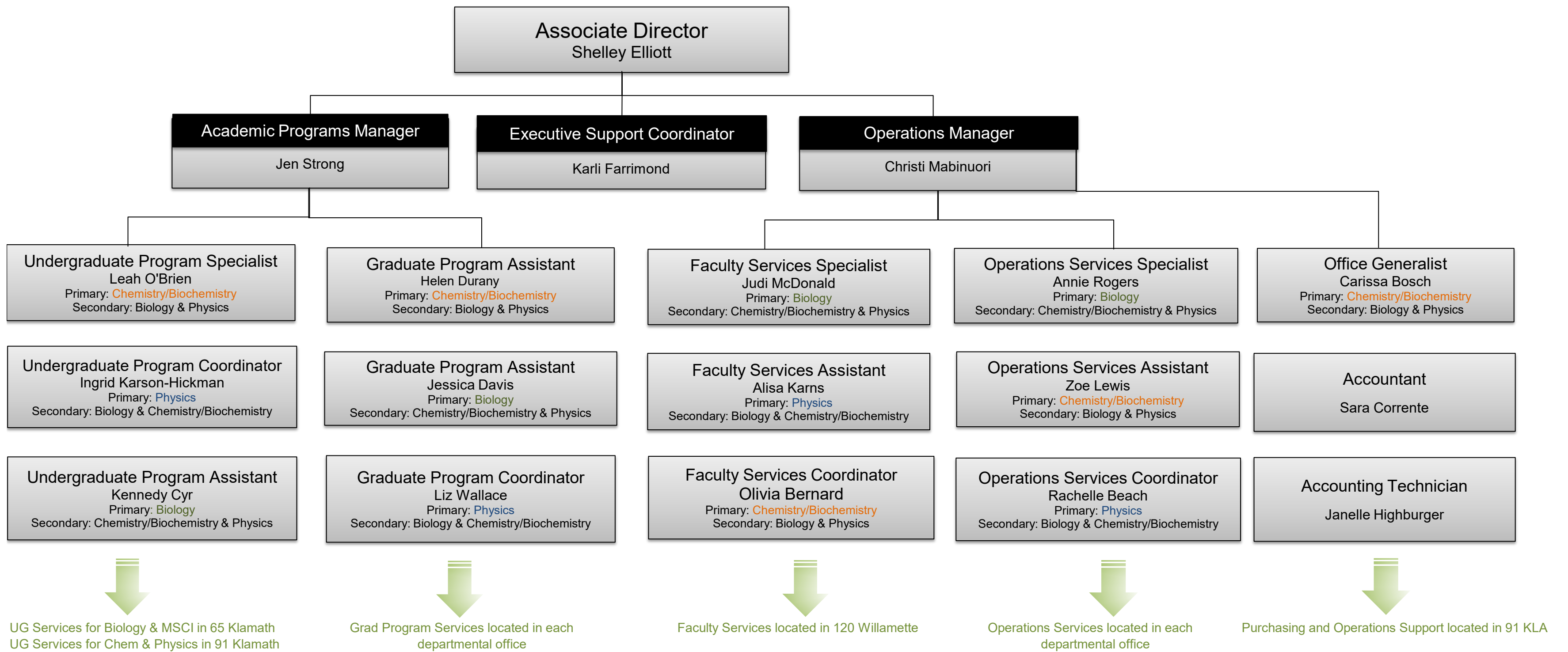


ORGANIZATIONAL CHART

Academic Support Unit #6

Biology, OIMB, Chemistry & Biochemistry, Physics, and the Multidisciplinary Science Program



GENERAL JOB DUTIES

Associate Director

Shelley Elliott (shelley1@uoregon.edu)

budget management
creating, implementing, and maintaining equitable and effective policies and procedures
overseeing the administrative, academic, and business operations of assigned units
ensure service commitments between ASU and the CAS Business Office are met
ensure compliance with dept, federal, state, university, college regulations and policies
human resources responsibilities
manage the day-to-day operations of the ASU
manage relationships with academic unit in collaboration with the ASU Sr Director
strategic planning in partnership with the Dept Head
supervision of manager positions and executive support specialist

Executive Support Specialist

Karli Farrimond (karlif@uoregon.edu)

executive support to ASU Associate Director and Department Heads
(specific duties tbd)

Graduate Program Support Services

Staff Contacts:

Jen Strong, Academic Programs Manager (jsstrong@uoregon.edu)

Jessica Davis (jdavis27@uoregon.edu)

Helen Durany (hdurany@uoregon.edu)

Liz Wallace (lizwall@uoregon.edu)

Job Duties include support and completion of processes related to:

advancement to candidacy	petitions
applications and admission	policies, rules, regulations, procedures
committee support	quarterly exams
degree analysis	recruitment of graduate students
evaluations	reports (data, stats)
GDRS	rotations
graduate employees (GEs)	stipends (GEs)
graduate program requirements	teaching assignments
graduate student handbook	website updates
oral defense	

Undergraduate Program Support Services

Staff Contacts:

Jen Strong, Academic Programs Manager (jsstrong@uoregon.edu)

Leah O'Brien (leaho@uoregon.edu)

Ingrid Karson-Hickman (ingridk@uoregon.edu)

Kennedy Cyr (kcyr@uoregon.edu)

Job Duties include support and completion of processes related to:

advising	individualized study
class schedule	peer advisors
commencement	prerequisites
committee support	records
course fees	registration
curriculum changes	reports (data, stats)
degree clearance	summer session class schedule
enrollment reports	website updates

Faculty Support Services

Staff Contacts:

Christi Mabinuori, Operations Manager (christim@uoregon.edu)

Judi McDonald (judimac@uoregon.edu)

Alisa Karns (akarns@uoregon.edu)

Olivia Bernard (oliviab1@uoregon.edu)

Job Duties include support and completion of processes related to:

account balances for faculty accounts	professorships
awards	promotions
CAS Business Office liaison	reports (data, stats)
committee support and tracking	reviews (annual, mid-term, post tenure)
course buyouts/releases (tracking)	sabbaticals
course loads (tracking)	salary increases
courtesy appointments	search support advertising, recruitment, visits, meetings
CV collection	sick leave reporting
FMLA leave	stipends, faculty
hiring liaison with CBO	summer appointments/enrollment break even
leave without pay	tenure
onboarding	tenure reduction program
payroll initiation, adjustment, correction	union exemption updates
peer teaching evaluations	website updates

Operations Support Services

Staff Contacts:

Christi Mabinuori, Operations Manager (christim@uoregon.edu)

Annie Rogers (arogers2@uoregon.edu)

Zoe Lewis (zoelewis@uoregon.edu)

Rachelle Beach (hbeach@uoregon.edu)

Carissa Bosch (cbosch1@uoregon.edu)

Sara Corrente (saram@uoregon.edu)

Janelle Highburgher (janelle1@uoregon.edu)

Job Duties include support and completion of processes related to:

access to buildings, rooms	printing services (large classes, other campus printing)
building management	reception
CAS Business Office liaison	retirement celebrations
charitable fund drive	room reservations
commencement (assist UG staff)	scholarships/awards (departmental)
colloquiums	seminar support
copiers	space inventory for department, classrooms, office
computer replacement/purchase	staff support for non-ASU employees
directories	student employee hiring, timesheets, payroll
donor acknowledgement	supply ordering
equipment inventory	syllabi collection
field trips	telephones
food drive	textbook orders
office space for new faculty	visitors to the department/university
outreach compliance	website updates
posters	