

Linda	Sheila Back-up: Jane	Jane Back-up: Janet	Helen Back-up: Linda	Jessica Back-up: Linda	Janet Back-up: Jane	Julia Back-up: Linda	Tara Back-up Jessica/ Helen	Aaron Back-up: Alex	Alex Back-up: Aaron	KEN Back-up: Jonathan	Jonathan Back-up: Ken	Amy Back-up: Julia
New Appointments/postings	Scheduling conference rooms	Support to Gil	Pre and Post Award for: Najarian, Boyle, Sartor, Rao, Mills, Whitfield and PITCP Training Grant	Pre and Post Award for: Karnovsky, Menon, Guan, Zhang, Rajapakse, Higgins, Parker, Zhang, Athey, Welsh, Omenn and Ye and BI Training	Chair's Calendar	Student Payments	HR Transactions	Website Updates	AV Tech	Research IT Support	Research IT Support	Expense reports/P-Cards
Space Management	Phone Orders (in house)	CCMB EC staff & annual Mtg	Recharges	Recharges	EC and Faculty Mtg	Student issues	Poatdoc Appointments	Copier access	Website back-up	Equipment Inventory	Research IT Support to Zhang Lab	MS Programs
Effort certification	Building Keys-NCRC/Med/Palmer	Safety Rep	MTA's	MTA's	Faculty recruitment	Teaching/lectures	Payroll	Conference calls back-up	Poster Printing back-up	H.I.T.S. Liaison		M-CV
Grant Database	Holiday Party/Retreat/Dept Events	Seminar program	JE's	JE's	Faculty promotions/Appointments	Kick-Off	Paycheck info	AV Tech Back-Up	Conference Calls			Faculty Support
Faculty recruitment	Ordering: supplies & equipment	Newsletter			Conflict of interest disclosures	Training Grants	Visas/I-9's	Poster Printing	Photography			Travel Reimbursements
Faculty promotions/Appointments	Shipping				Faculty Awards	Admissions	Temporary appointments/Work Study	Desktop Publishing	Business Cards			Maintain Department/Student Alumni
Conflict of interest disclosures	Property Disposition				Palmer Facility Issues	Student Awards	PARS, DBES, LOA's					Annual Picnic
HR Issues	Filing/Imaging				Scheduling conference rooms	Student Website Updates	Onboarding Offboarding					
Renovations/Moves	Expense/Travel/People Pay				Safety Rep		Sick time/leaves					
NCRC Facility Issues	Assist with Faculty Recruit visits				Faculty Absence forms							
M-CV, M-ACE, M-Recruit	Work orders				Payroll							
Retreat	Maintain staff/student lists along with occupant data				Building Access/Keys							
					Phone List							
					Back-up Work Orders							

  

**Staff Schedules**

Name	Phone Number	Cell
Aaron 7:30 - 4:00 daily	998-6305	745-999-7453
Alex 7-3:30 daily	998-9238	
Amy 8-4:30 daily	4-7330	
Helen 7:30-4:30 daily	5-9334	
Jane 7:30-4:30 daily	5-4432	
Janet 7:30-5:00 Mon-Thurs & 7:30 - 11:30 on Friday	5-5774	734-657-2194
Jessica - 8:00 - 4:30	3-2780	
Jonathan 8:30-5:00 daily	5-0405	
Julia 8:30-4:30 Mon-Thurs & 8:00-12:00 on Friday		5-8895
Ken 7:00-3:30 daily		3-7503
Linda 8:00-5:00	5-4788	517-294-0738
Sheila 8:00-5:00 daily		5-5510
Tara Smith 7:00-3:30 Tuesday (DCMB) & Thursday (work from home)		

TWO COLORS IMPLY TWO DIFFERENT PEOPLE THAT HANDLE THESE TASKS OR PROVIDE BACK-UP