

Erika Christiansen
Graduate Affairs Manager

- Graduate Education Policies and Procedures
- TA/RA Allocation
- TA/RA Offer Letters and Appointments
- GEPC and DGS Support
- GESS
- Graduate Program Assessment
- Marcus Bach and CLAS Dissertation Writing Fellowships
- Liaison with Graduate College

Tiffany Schier
Faculty Affairs Director

- Faculty Policies & Procedures
- Builds Strategies, Ensures Equity
- DEO & Faculty Affairs Training
- Liaison with Dean's Office staff on data needed for Assoc. Deans
- Faculty Reviews, All Categories
- Faculty search and appointment procedures
- Retention Letters, MOUs
- Workload Allocations, PTEAPs
- Line Proposals, Joint Recommendations
- Promotion and Tenure (Lead)

Kelly Kauffman
Operations Manager

- 240 SH Main Office Operations
- 240 Operations Budget
- Key & Access Management (SH)
- Efficiencies, Facilities, Purchasing for 240 SH
- Dean's Office Purchasing (Lead)
- Events Management/Planning (Lead)
- CLAS Workflow Administrator
- Oversee CLAS Scholarships
- CLAS Department Reviews
- CLAS Department MOPs
- Named Appointments

Becca Tritten
Senior Director of Administration

- Policies & Procedures, Strategic Planning
- Dean's Office/ALT Liaison
- Builds agendas for DEO, EC, SLT
- Strategic support and implementation for Dean's Office

Lisa Gray
Events, Projects Coordinator

- Dean Sara Sanders Schedule & Travel
- CLAS Elections
- Annual Faculty Meeting
- CLAS Commencement (Lead)
- Faculty Assembly (Support)
- Dean's Advisory Council (Support)
- CLAS Alumni Fellows Contact
- CLAS SWAG/Medallions/Awards needs
- Conference Registration
- Pcard Holder
- Event Support

Rachel Spengler
Faculty Affairs Specialist

- Retirement/Resignation Endorsements
- DEO offer letters / DEO Surveys
- FRAP
- Faculty Reviews, All Categories
- Promotion and Tenure (Support), DCG Cover Sheets
- Support Faculty Affairs Director
- Faculty Workshops
- Pcard Holder
- Event Support

Catherine Moore
Administrative Services Specialist

- Assoc. Dean Joshua Weiner Schedule
- PDAs, Old Golds, Flex Loads, Faculty Awards
- CLAS Department Reviews (Support)
- Named Appointments (Support)
- CLAS Scholarships (Support)
- Annual Review of Policies
- CLAS Policy Website Updates
- Dean's Office Website Maintenance
- CLAS Workflow Administrator (Support)
- CLAS Org Charts
- Pcard Holder
- Event Support

Gabrielle Eis
Administrative Services Specialist

- Assoc. Dean Cornelia Lang Schedule
- 120 SH Main Office Operations
- Office inventory management and budget
- Course Management: "CLAS" coded courses
- CLAS UP Budget
- Updates Student Records
- Manages administrative needs for Associate Directors
- Student Employee Program
- Pcard Holder

Laura Dunnum
Operations Specialist

- Assoc. Deans Christopher Cheatum and Roland Racevskis Schedules
- 240 SH Daily Operations
- 240 SH Main Line Reception and Email Supervisor
- Student Employee Program
- CLAS Business Updates (Lead)
- Donor Acknowledgements (Lead)
- Dean's Office Purchasing (Support)
- SH Key & Access Management (Support)
- Pcard Holder
- Event Support

Adam Jaschen
Administrative Services Coordinator

- Academic Review Committee (Support)
- Student Academic Standards Committee (Support)
- Undergraduate Student Transactions (major changes, second-grade-only option)
- Phi Beta Kappa Chapter Administrator
- Swipe System and Data Steward Administrator
- Major Change Policies and Curricular Updates
- 120 SH Main Line Reception and Email
- Pcard Holder

Erica Flores
Administrative Services Coordinator – Advising Network

- Support for CLAS Advising Network
- CLASAN Leadership Team schedule (support)
- CLAS Scholarships
- Student Major Change requests
- Advisor caseload management
- Maintain CLASAN website
- CLASAN drop-in and general inquiries
- Special projects
- Pcard Holder

Students
Office Assistants

- 240 SH Front Desk/Main Line Reception and Email (Support)
- Daily Operations (Support)
- CLAS Business Updates (Support)
- Donor Letters (Support)
- 240 SH Inventory Management & Office Supply Ordering (Support)
- 240 SH Mail (Support)
- 240 SH and 302 SH Conference Room Schedules
- Photocopier Maintenance
- Event Support
- Project Work as Assigned