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Cindi’ s Responsibilities

Computer Problems
Go to the start to College IT Office (CITO), to fill out a work order.  [http://college.indiana.edu/about/cito/](http://college.indiana.edu/about/cito/)

- Always use the Help Request Form to request help.
- If you cannot submit a help request, please contact your Department Administrator (Cindi) so I may submit a request on your behalf.

Data Supervisor (Cindi) for the building if you need access to a department drive, telephone problems, or any data/computer related problems.

Payroll Questions/Problems - Change of Address

- Contact Cindi with payroll questions or issues
- If you have a change of address or phone number please let me know
- All tax forms/insurance changes/check stubs and other misc. information can be found under the employees tab in onestart.

Hiring Hourly/Additional Pay

- Please Do Not Promise Anyone Pay without Checking With Cindi First
- Hiring hourly employees (students) – make sure to ask if they work for other departments on campus. they can only work 116 hours per month (total hours worked for all departments)
- Only Grad or PhD students can be given additional pay, undergrads will have to be hired hourly.
- All hourly employees will clock in and out in the new Kuali time system.

Telephone

[http://www.unicom.iu.edu/#prettyPhoto](http://www.unicom.iu.edu/#prettyPhoto)

This is a link to a video you can watch to learn about the phone system.

- To make a campus call (includes both IUB and IUPUI), simply dial the five digit extension of the party required example 5-5382.
- To make a local or long distance call, enter the ten digit number (includes area code).  Cindi will provide you with a long distance code to call long distance.
- Instant Messaging (IM) feature allows you to chat, share your desktop, transfer files, manage computer-to- computer calling, and more.
Send an instant message

1. In your Contacts list, double-click a contact.
2. Type a message in the message input area at the bottom of the message box, and then press Enter.
3. (Optional) To add an emoticon, click the emoticon (smile face) button.
4. (Optional) To customize the font, such as type or size, click the letter A next to the emoticon button.

Receive an instant message

When someone sends you an instant message, an instant message alert appears in the lower-right corner of your computer screen. Do one of the following:

- To accept the invitation, click the alert.
- To redirect the invitation, click Redirect.
- To decline the invitation, click Ignore.

First 5 minutes: Sign in and get started

If you’re already logged on to your organization’s network, signing in is as easy as starting Microsoft® Lync™ 2010.

1. On the Start menu, click All Programs, click Microsoft Lync, and then click Microsoft Lync 2010.
2. Click your presence status if you want to change it, or click Reset Status to let Lync 2010 set your status automatically based on your activity or Microsoft® Outlook calendar.
3. Set a location to let people know where you are today.
4. Let them know what you’re up to by clicking What’s happening today? and typing a note.

What does your presence state mean?

<table>
<thead>
<tr>
<th>Presence State</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available</td>
<td>You are online and available for contact.</td>
</tr>
<tr>
<td>Busy</td>
<td>You are in a Lync phone call or, according to your Outlook calendar, you are in a meeting.</td>
</tr>
<tr>
<td>Do not disturb</td>
<td>You don’t want to be disturbed and will see conversation alerts only if they are sent by your Workgroup contacts.</td>
</tr>
<tr>
<td>Be right back</td>
<td>You are away briefly and will return shortly.</td>
</tr>
<tr>
<td>Away</td>
<td>Your computer has been idle (for 15 minutes, by default).</td>
</tr>
<tr>
<td>Off Work</td>
<td>You are not working and are not available to contact.</td>
</tr>
<tr>
<td>Offline</td>
<td>You are not signed in. If you have blocked individuals from seeing your presence, you'll always appear offline to them.</td>
</tr>
</tbody>
</table>
Personalize your contact info

You can personalize your contact and presence information. For example, you can add your mobile phone number and make it available only to close contacts.

1. In the Lync main window, click the **Options** button, and then click **Phones**.
2. Click the button for the phone number, and then click **OK**.
3. Select the **Include in my contact card** check box, and then click **OK**.
4. To let certain people see your personal numbers: in your Contacts list, right-click the contact’s name, click **Change Privacy Relationship**, and then click **Friends and Family**.

**Change your photo settings**

You can decide whether you want to see your contacts’ photos. You can also change your own photo or choose not to show one.

1. Click the **Options** button, and then click **Personal**.
2. Under **Display photo**, to hide other people’s photos, clear the **Show photos of contacts** check box.

To change your photo, first upload the new photo to an unauthenticated website (such as Windows Live®). The file must be less than 30 KB in size.

1. Click the **Options** button, and then click **My Picture**.
2. Click **Show a picture from a web address**, type the web address including the file name, click **Connect to Picture**, and then click **OK**.

Find the right person

Just start typing a person’s name in the search box, and results will appear below the box. If you see who you’re looking for, double-click the person’s name to send an instant message.

If you’re not sure you’ve found the right person, the contact card gives more information and shows where the person fits into the organizational tree.

- To display the contact card, point to the person’s picture.
- For a full version, click the down arrow in the lower right corner. Then, to see his or her organization, click the **Organization** tab.

Build your Contacts list

Add people to your Contacts list if you’ll be contacting them often or if you just want to keep track of them.

1. In the search box, type the person’s name or email address.
2. In the search results, right-click the person, and then do one of the following:

   - **Pin to Frequent Contacts**.
   - Add them to a group by clicking **Add to Contact List** and then clicking the group name.
   - If you haven’t created groups yet, click **Add to New Group**, and give the group a name. You can add more contacts to this group later.

(Optional) To make sure you know when someone becomes available, right-click the contact’s name, and then click **Tag for Status Change Alerts**.
Purchasing Card (P-card)

- **P-Cards**: Procurement cards are issued by the University to departments, faculty and staff for small dollar transactions with suppliers who will not accept purchase orders but will accept credit cards. Limit is $1000.00 per transaction. It is not permissible to make multiple charges in the same day to the same vendor in order to facilitate a charge that exceeds $1,000.00.

**The Following items are strictly prohibited from being purchased on the card:**

- Animals
- Capital Equipment
- Cash Advances
- Cell Phones
- Furniture, furnishings
- Orders to University employees for personal service
- Personal Purchases and the use of personal reward cards that benefit the employee and not the university. (An inappropriate expenditure is one that is ‘personal’ in nature and is not for the purpose of the institution.)*
- Plants and flowers
- Purchases from on-line auction sources. (e-bay, etc.)
- Purchases involving trade-in
- Radioactive materials
- Recurring Payments – with the exception of where the Purchasing Department may specifically direct its use, the Procurement Card shall not be used for the acquisition of goods or services where multiple, repetitive, or installment payments are necessary to complete the transaction.
- Reimbursements to IU employees
- Travel or travel-related expenses, including reimbursement*
- Vehicles, boats, trailers (anything requiring a title)
- Weapons, ammunition
- Any procurement transaction restricted by IU policy is also restricted on a p-card transaction.
- Purchases that can be made from the established contracts.
- Travel Management Services has approved use of the IU Purchasing Card for Conference Registrations. In order to proceed with the registration payment using this method, a Travel Authorization form must be on file within the department
- The IU Purchasing Card can be used at any Visa merchant for purchases made online, over the phone, for pickup, or at the counter.
- Receipts: All purchases must be supported by an original itemized receipt. You will be responsible for retaining receipts for all of your purchasing card purchases and forwarding them to your accounting department with your monthly statement. When placing an order over the phone, please remind the merchant that IU is tax exempt and that they should include an itemized receipt. At the end of each billing cycle, all receipts pertaining to a particular statement should be attached to that statement and sent to your accounting department by the 10th of the following month. All purchases MUST have itemized back-up documentation supporting the expense.

Hospitality Reimbursement (food)

- Always keep both receipts the itemized and the final payment receipt for reimbursements

Office/Building Repairs or Problems

- You can report these problems to Cindi Severance or Trish Hausmann.
Mail-Boxes

- You will have a mailbox either upstairs in A300 or on the 2nd floor admin area depending where your office is located.
- Outgoing mail is picked up in the afternoon each day from the mail area in A300.
- There are outgoing mailboxes one for campus mail and one for U.S. mail.
- To mail U.S. mail you will need your account number in the top right corner.

Purchasing

- If you want to purchase something please email Cindi to make sure the vendor is set-up as a IU vendor
- If the company is not a vendor they must fill out a vendor packet.

Parking Passes

- The 2014-15 employee parking permits are available online and in the Parking Operations Office located;
  Henderson Parking Garage
  310 S. Fess Ave.
  Bloomington, Indiana 47401
- Faculty and Staff parking permits may be purchased via parking.indiana.edu Online or in person at the Parking Operations office.
- If you have a guest you can request a temporary parking pass from Cindi

ID Cards for Faculty

- Go to Campus Card Services in the Indiana Memorial Union
  
  **Eigenmann Hall, Bottom Level**
  Phone: (812) 855-2605
  Phone: (812) 855-4975 (Copies and More)
  Fax: (812) 855-4460
  Hours of Operation: Monday – Friday 8am - 5pm

  **IMU, Mezzanine Level**
  Phone: (812) 855-1711
  Fax: (812) 855-1889
  Hours of Operation: Monday – Friday 8:30am - 4:30pm

Coffee Club

- The department has a coffee club on the 2nd floor, if you would like to join please let Cindi know. You can pay by the week, semester or for the entire year.

Office Supplies

- If you need office supplies, you can get the basic supplies on the 2nd floor. If you need special supplies please let Cindi know and she will order them for you.
James Responsibilities

Research/Startup Funds.

- The College does not load Research/Startup funds automatically. A request for the funds to be loaded into individual’s research accounts must be made. Note any unused funds will roll over to the next year. You cannot exceed your yearly limit and borrow from the next year. The research funds can be used for travel, computers, conferences etc. A monthly statement of your research account will be provided for your review of expenses. If you have any questions please contact James. (Please see Overview Support staff duties sheet for additional duties)

Katie’s Responsibilities

Travel

- Before Requesting Travel Arrangements:
  - Travel Arranger Approval. You will receive an email from TRAVELBL@indiana.edu with a link to a document in your action list. Open this document and use the radio switches to determine arranger capabilities for Katie Bowman. It is generally best to answer “yes” to all questions, making it possible for arranger to make travel arrangements for you without requiring your approval.
  - Confidential Traveler Form. On our website, under Resources > Faculty/Staff > Forms > Travel Forms, you will find a Confidential Traveler Information form (http://www.indiana.edu/~thtr/docs/TravelInformationForm8-7-14.pdf). Fill out this form and return to Katie Bowman. This will help to expedite travel arrangements made through the department.

When you are ready to travel:

- Email Jonathan Michaelsen directly, giving an explanation of your trip. Include:
  - Purpose of trip (if conference, please provide the full name of the conference, rather than an acronym)
  - Dates of travel
  - Outline of expenses (hotel, flight, mileage, registration, etc)

- Jonathan should respond, copying Katie and Cindi and letting everyone know that it’s approved, what account will be charged, and whether there is a limit on the funds.

- Travel Information Form. Print a copy of the email approval from Jonathan, and a Travel Information Form from the Theatre, Drama, and Contemporary Dance website, located under Faculty/Staff Resources > Forms. Fill out Travel Information Form completely, and return form and approval from Jonathan to arranger in A256 W.

- Approve/Acknowledge trip in your action list prior to leaving for the trip.
• Prepayments can be made at the request of the traveler. These payments include; motor pool rental, ONE night hotel deposit, or full hotel booked through hotels.com, airfare, and registration. Please specify on the Travel Information Form if you wish to use this option.

• Turn in ORIGINAL receipts. At the conclusion of your trip, bring all original receipts to arranger in A256 W.

Copy Machines

• You will receive a 5-digit copy code that will work with the multi-function machine near the mailboxes is A300 U.

• You will have a black and white quota that will be reset at the beginning of each month, and a separate color quota only if it is deemed necessary.

• **If your job fails to print**

  • First, check what you are printing to make sure that there is no color. If using your black and white quota, something as simple as a hyperlink could send the print job to held status.

  • If there is no color and the job still won’t print, email me at katibowm@indiana.edu and ask me to check your quota.

Van Check-Out

• The department has leased a minivan from motor pool. The van is parked in a reserved parking space in the parking lot north of our building on west side of Jordan Ave. There is not an assigned space, but there are several spaces that are marked “reserved.” Please always park the van in a reserved space in this lot.

• In order to drive the van, you must be an approved driver. Fill out the Authorization Form for Motor Vehicle Records Check at https://inlocc.iu.edu/ORM/CAS/MVR2/FirstStepSubmit.cfm.

• The van can be checked out by emailing or stopping by Katie’s office, A256 W. If Katie is not available, please see Cindi or James to inquire.

• Please report any and all mechanical issues to Katie.

• If you are using the van and it needs to be fueled, you should take it to Motor Pool at 801 N. Range Road. You can fuel the van using the code 1010.

• The van can be used for trips outside of Bloomington, but there must be a trip number generated through travel, and if students are present there must be a signed liability form returned to Katie before the trip begins.

Classroom check out

• Courses will be scheduled by area heads at the beginning of the semester, and you will be notified by them where your classes will meet.

• If you need a classroom that is not already reserved, there are several options:

  • Thom Quintas maintains a schedule for all of the THTR controlled rooms within the building. Email him at tquintas@indiana.edu for assistance with reserving one of these rooms.

  • Cindi Severance maintains a schedule for the conference rooms located in Theatre West and in A300U. Email her at smithcin@indiana.edu for assistance with reserving one of these rooms.
There are three rooms in the Lee Norvelle Center that are Registrar controlled. In order to reserve AD A200, AD A151, and AD A152, you will need to email Katie at katibowm@indiana.edu. This is also the method you will use to reserve any other facility on campus that is not located within our building.

**Cat’s Responsibilities**

**Basic resource**

- The most important university resource is the website of the Office of the Registrar: [http://registrar.indiana.edu](http://registrar.indiana.edu) Here you can find the schedule of classes, calendars, special course listings, instructions on roster access and grading policies, and information on numerous other academic matters.

- For instructions on how to use OneStart to manage your rosters, go to [https://kb.iu.edu/d/axeo](https://kb.iu.edu/d/axeo). If you prefer OnCourse, start here: [https://kb.iu.edu/d/atjv](https://kb.iu.edu/d/atjv)

**Managing your students**

- Most of our classes require permissions in order for students to register. I am the one who enters the permissions, and I must hear it from you, not the student.

- If your class fills up, a student may still register to be on the ‘waitlist’. As others drop the course, waitlisted students roll onto the roster. If near the end of the first week, you have waitlisted students who have been attending, and who you would like to be able to join the class, I can get them added to your roster.

- Students may drop and add classes during the first week of classes. By the start of the second week, permissions are no longer used, and students must go through the eDrop/eAdd process. Details are on the registrar’s website.

- Independent study course taken as T490, T600, or T700 require a form to be filled out, then signed by you and the chair. After I receive this, I will be able to enter the permission to register.

**Advising grad students**

- If you advise graduate students, please be aware that only classes that appear in the Graduate Bulletin will count toward their degree. This applies to classes regardless of the department that offers them. The theatre graduate bulletin is found here: [http://www.indiana.edu/~bulletin/iu/gradschool/2013-2014/programs/bloomington/theatre-and-drama/courses.shtml](http://www.indiana.edu/~bulletin/iu/gradschool/2013-2014/programs/bloomington/theatre-and-drama/courses.shtml)

**Textbooks and printing**

- At the start of the semester, please email me your syllabus, so that I can upload it onto the department drive.

- Document Services (formerly MAXI) is where you can go for large printing orders. It is all done online through individual accounts [https://storefront.document.indiana.edu](https://storefront.document.indiana.edu) this website “storefront” has become increasingly sparse and confusing over the past few years. You will need to create a login by clicking on “login” in the top bar, or you may click the little blue question mark for more detailed information on the process of ordering from Document Services. If it is overly confusing, I can help you.
At the start of the semester

- I have bluebooks and gradebooks in my office, should you need them. The gradebooks are large, so one should get you through a semester.

- To order textbooks, email the semester, course, and section along with the book title(s) and ISBN number(s) to TM632@bncollege.com. To check that they have the books correctly ordered, you may go to the bookstore website at http://iub.bncollege.com, click on “textbooks”, select “find textbooks” from the dropdown, then fill out the boxes from the dropdown choices to find your class.

- Close to the end of the semester, you should do evaluations. Evaluations are done per instructor, not per class. If a class is taught by two instructors, there should be a packet for each. I will send out a list of the packets I will make based upon the schedule of classes and ask that you look it over and tell me if a) you do not need a packet for a particular class or b) there is a packet you need that is not on the list. (Hopefully, these will soon be done online and we will not have to spend the time or kill the trees.)

Marketing Responsibilities

Important Recurring Activities and Deadlines

- Production program bio and headshot deadlines are end of day Monday, three weeks prior to opening night of each play (i.e. Drood program bios and headshots due 9/1/2014 – Drood opens 9/26/2014).

  Production photography/videography (early PR, in-run, and archival) shoots – each production holds photo shoots to collect photos for different use. Early PR is the Monday before opening night, in-run is the Wednesday before opening night, and archival is after the first Saturday performance.

Opening Nights Receptions

- The first Friday evening performance of each production (opening night) ends with an opening night reception. All faculty are encouraged to attend opening night performances and receptions to meet interact with patrons/donors and help promote the department.

Photographic Archives

- Archival photographs are taken for each of the IU Theatre productions. Current season photograph is stored on the Department’s IU Box “Cloud” server. You may request access to specific production folders as needed by contacting Amy Osajima or Drew Bratton. Prior season archives are stored on DVDs in Amy Osajima’s office. Individual production files may be viewed and copied by visiting Amy’s office.

Website updates

- Faculty should provide periodic updates to their online bio information, and are asked to communicate the need for regular bio review by their students.
Departmental Event/Production Promotion and Branding

- IU is beginning to implement strict branding rules. To maintain compliance with IU branding, the creation of all print materials for department events (including productions, guest speakers, public readings, etc.) need to be coordinate and “approved” by Amy Osajima or Drew Bratton. The creation of marketing materials including brochures, posters, and flyers will be done by the Marketing and Communications staff with oversight of the Audience Development Committee.

The imagery created for the season brochures will make up the core design of each production’s marketing pieces. The Marketing and Communications area has developed a template for creating brochure imagery once each season’s play selection has been completed. Once directors are assigned to selected plays, they will be given a 3 weeks to work with Amy Osajima to refine an imagery concept for their play. Marketing and Communications will then collaborate with both internal and external designers to develop the brochures.

For special events with shorter lead times or less promotional need; faculty, staff, and students should schedule time with Amy or Drew to develop the necessary promotional pieces.

Faculty / Staff headshot offer:

- Faculty/Staff headshots will be offered quarterly. First date is tentatively scheduled for October.
  Location: Bloomington, Von Lee 2nd floor. Time: 10 - 2 pm. Reservations are required: Please click on this link [http://iuvasphotos.schedulething.com](http://iuvasphotos.schedulething.com)

Department News

- When you have news about your research or achievements of former students please share those items with Drew Bratton so that he can disseminate them to the appropriate staff for the “News” section of our website or for other communications via Theatre Circle Stages and Insights or other social media posts.

Awards, Grants, and Fellowship information for Faculty

- Faculty interested in pursuing awards, grants or fellowships offered by the university or from outside foundations or agencies should review the link below for resources provided by the university. The Department’s Managing Director, Drew Bratton is also available to consult with regarding research, analysis and review of grant applications and reporting requirements. [http://teaching.iub.edu/awards_faculty.php?nav=grants](http://teaching.iub.edu/awards_faculty.php?nav=grants)

- Faculty working on projects that might be interested in seeking special relationships with local or national vendors or seeking donor support should schedule an initial meeting with Drew Bratton to discuss projects, and if deemed viable, develop a strategic plan for implementation.
<table>
<thead>
<tr>
<th>Academic Coordinator (Cat R)</th>
<th>Acte &amp; Fin Supp/Exec Asst (Cindi S)</th>
<th>Travel / Scheduling (Katie B)</th>
<th>Fiscal Officer (James B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process graduate applications and associated materials / create &amp; maintain applicant files for faculty perusal.</td>
<td>Purchasing – Purchase Orders Billing and payments (internal, external)</td>
<td>Travel (faculty, staff, students, guest artists, non-employee)</td>
<td>AI/GA Assignments, Contracts</td>
</tr>
<tr>
<td>Graduate Admissions and denies - offer and rejection letters – edoc processing</td>
<td>P-cards (Purchasing Credit Card) – Request new cards/process monthly statements and tracking</td>
<td>Arrange transportation for all incoming and outgoing – limo or grad student or follow up on rental car</td>
<td>Scholarships/Fellowships Awards</td>
</tr>
<tr>
<td>Bulletin (grad, undergrad)/Curriculum</td>
<td>Payroll Processing / Process hire paperwork – New Faculty/Temporary (hourly hiring). (submission, notification)</td>
<td>International Travel – initial approvals/coordination</td>
<td>Monitor and reconcile Lab Fee account</td>
</tr>
<tr>
<td>Graduate Orientation Week (advising, registration, calendar)</td>
<td>Summer Programs Contracts/Conference Bureau - Indiana Festival Theatre/Mid-Summer High School Program/Premiere Musical/Dance – High School Program</td>
<td>Coordinate; Motor Pool Liaison</td>
<td>Technology &amp; Support Marshall</td>
</tr>
<tr>
<td>Course evaluations</td>
<td>Account reconciliation (recordkeeping, schedule, notification) Report to Jonathan</td>
<td>Directories update Faculty/Staff, Mail distribution lists (department)</td>
<td></td>
</tr>
<tr>
<td>E-copies of course syllabi</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade Change processing / Independent study record keeping, grade reporting</td>
<td>Request - Hospitality codes for food to be purchased</td>
<td>Mail distribution as needed</td>
<td>Capital Assets</td>
</tr>
<tr>
<td>Course Schedule Grid</td>
<td>Supplies/Orders - Order Toner for Printers/Copy Machines. Daily Newspaper Marshall; Order Copier Paper for all machines</td>
<td>Telephone: Summer (backup academic year)</td>
<td>Grant Monitoring and Balancing for Faculty</td>
</tr>
<tr>
<td>MA, MFA, PhD graduation audits</td>
<td>Custodial Funds ( petty cash) Coordinate/Reconcile Custodial Duties</td>
<td>Receptions Hospitality – meetings and functions Faculty/Staff meetings – food pickup</td>
<td>Budget Loading / Preparation – Elvira</td>
</tr>
<tr>
<td>Scholarship Letters for Certificates</td>
<td>People Admin – New Faculty Hiring Liaison</td>
<td>Big Ten Survey</td>
<td></td>
</tr>
<tr>
<td>U/RTA recruitment packets</td>
<td>E-Dossier - Promotion and Tenure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Textbook coordinator (desk copies)</td>
<td>Chair’s Assistant/Calendar – Meetings – Account reporting - Faculty/Staff Meeting Minutes Attendance (Professional Staff) monitor EPTO-Professional Staff</td>
<td>Course Scheduling – meets with faculty to create schedule/loads schedules/works with schedule builder/all schedule updates. Reports wait-list to Jonathan</td>
<td>Box office/reports/final royalty payments</td>
</tr>
<tr>
<td>Grad Handbooks/ Grad Mailboxes and Telephone/email list</td>
<td>General office manager/ maintenance, organization. Data Supervisor / Telephony</td>
<td>Course Scheduling – meets with faculty to create schedule/loads schedules/works with schedule builder/all schedule updates. Reports wait-list to Jonathan</td>
<td></td>
</tr>
<tr>
<td>Collect actor recommendations &amp; maintain actor rec/Prereq. book</td>
<td>Process Visa paperwork for new Faculty and International visitors/Visiting Scholars</td>
<td>Copy Codes / Report copy totals monthly to copy machines.</td>
<td>Commit Tracking/Requests for Faculty funds (Research Accounts)</td>
</tr>
<tr>
<td>Grad GPA and UG Credit hr track</td>
<td>Faculty/Staff meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:theatre@indiana.edu">theatre@indiana.edu</a> read and respond</td>
<td>Course Scheduling – meets with faculty to create schedule/loads schedules/works with schedule builder/all schedule updates. Reports wait-list to Jonathan</td>
<td>Mail Distribution/</td>
<td></td>
</tr>
<tr>
<td>Faculty office hours</td>
<td>General office manager/ maintenance, organization. Data Supervisor / Telephony</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Services (formerly Maxi)</td>
<td>Work Study (hire, supervise) Supervise GA/Al’s office workers. Hire, supervise, train UG work study</td>
<td>Tracking and reconciliation - Travel Database for all travel. Monthly Reports given to Account Supervisor (Cindi)</td>
<td>Royalties, IFT</td>
</tr>
<tr>
<td>Waitlists/Drop-Adds New Course Creations and changes for grad bulletins</td>
<td></td>
<td></td>
<td>Liaison with COLLEGE for budgets</td>
</tr>
<tr>
<td>Grad Transfer of credit/revalidation/Nom. to candidacy / Nom. of research committee paperwork</td>
<td>Big Ten Survey</td>
<td></td>
<td>Monitor and reconcile Lab Fee account</td>
</tr>
<tr>
<td>Permissions for courses</td>
<td></td>
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</table>

*OVERVIEW: SUPPORT STAFF DUTIES & RESPONSIBILITIES
***BUILDING REQUESTS/PHYSICAL PLANT – Cindi Severance or Trish Hausmann*

**August 2014**