

	Barbara	Charlene	Kelly	Krista
Financial				
billing: TA/TRV/DEV/PO				X
billing: pcards	X			
Ed Fd'n Account check processing		X		back-up
Ed Fd'n account monitoring	X			
Budget management/ post-award mgt	X			
financial signatory/ close-out	X			
Capital equipment				
Inventory management	X*			
vehicle usage; field equipment			X*	
bldg coordinator			X	back-up
keys, list of people/ office #/phone			X	
Personnel, excl grad students		X		
Faculty-related				
schedule fac meetings, ballots, tallies			X	back-up
maintain fac files; info for reports			X	
fac eval distrib'n, eval appts			X	
assist search committees			X	
T&P, peer review			X	
Director, Associate Director admin support				
Admin support for Director			X	X
Admin support for Assoc Director			x	X
Other administrative				
seminar coordinator				X
webmaster			back-up	X
donor correspondence			back-up	X
coordinate pub newsletter/ brochures				X
answer/direct incoming questions			x	back-up

*Emily for MSCI courses

Baruch: Margaret

ESRI: Charlene & ESRI Staff