Business Operations

Sarah Schaeffer-Senior Business Officer: (Reports to Dean) schaeffers@uncw.edu Ext: 2-4216
- Student Credit Hour Data
  - Historical Information and Projections
- New Program Budgeting
- One-Time Funding Requests
  - Including Equipment, Education and Technology Fees, Cultural Activities Fees
- Funding Restrictions: What is appropriate based on funding type
- Budget Availability
  - Budget Tracker Training
  - Movement of funds not within department capabilities

Nina Brown-Business Officer: (Reports to Schaeffer) brownn@uncw.edu Ext: 2-7506
- PeopleAdmin: assistance, approvals, and authorizations to search
- Supplemental Compensation/ FLAC (Faculty Load and Compensation)
- Salary Workbook and pay scale questions
- Position requests: pooled or permanent
- Position funding changes
- Approvals in EPAF (Electronic Personnel Action Forms)
- Cost Shares / Cost Reallocations

Olivia Causby-Business Services Coordinator: (Reports to Schaeffer) harveyo@uncw.edu Ext: 2-7753
- Leave keeping
- Hiring packets for full-time, part-time, and GTAs
- Business operations processes:
  - Purchasing and P-Card reconciliation
  - Budget revisions, journal entries, flexes, invoices
  - HR liaison for policies and procedures Onboarding for staff and students
  - ChromeRiver: check requests, business entertainment, CAS travel and backup for departments
  - Community Engagement awards
  - FLAC departmental support and extraction
  - EPAF job assignments for CAS temps and students
- Main Dean’s office reception
Office Administrative Staff

Daniella Murray-Executive Assistant (EA) to CAS Dean: murrayd@uncw.edu Ext: 2-7232

- Assistant to Dean Voley
- CAS/UNCW Event Coordinator (Convocation, UNCW hosted social gatherings: retreats, campus-wide socials, monthly meetings)
- Various personnel paperwork processing liaison including Departmental Faculty Contract Status
  - **Collaboration with AD for Faculty Policy**
    - Reappointment, Tenure, and Promotion
    - Post Tenure Review
    - Phased Retirement
    - Postponement of Personnel Actions
    - Lecturer Contracts
    - Chair Terms
    - Adjunct appointment paperwork
- CAS merchandise coordinator
- Back up reception to suite 146

Cathy Murphy-EA to AD of Graduate Programs, Research, and Innovation: murphyc@uncw.edu Ext: 2-7926

- Assistant to Sr. AD of Graduate Programs, Research, and Innovation
- Purchasing via Ushop, Submit Surplus and AIM work order requests for CAS spaces
- With Bill Crews, maintain project tracker for all ongoing CAS furniture orders and SPR-driven renovation projects
- Maintain master spreadsheet to track CAS dollars earmarked for GTAs, tuition remissions, and Graduate scholarships and Solicit and maintain from graduate coordinators spreadsheets to track each graduate program’s allocations. Communicate and coordinate with Kimberley Cheatham in Financial Aid to keep NextGen current with program allocation and use NextGen to “audit” graduate program award disbursement and check student eligibility
- Help coordinate Research Reassignment, and Pilot Grant applications and awards
- Help facilitate annual Life Cycle computer inventory and replacement
- Approve requests for use of CAS space using EMS
- Collaborates with Bill Crews on key control for CAS
- Daily campus mail & Copier Key Operator
- Update and maintain CAS Room Matrix, send updates to CAS Admins, Registrar’s office and Space Planning and Management Team
- Back-up support for Bear 146
Sue Tatum-EA for AD for Student Success: tatums@uncw.edu Ext: 2-3413

- Assistant to AD for Student Success;
- Triage phone calls (2-3413) included the CAS main line, 910.963.3114
- Student Worker Supervisor
- Process DIS and Internships, paper sub/waivers
- Time conflicts, over 18 hours, grad walker applications
- End of term processes with Academic Services Coordinator.
- Ushop orders Bear 109 office supply orders
- Assist AD with Student Success Initiatives
- Assist AD with Undergraduate Research initiatives.
- InfoReady – developing new forms for CAS (DIS, TCF etc.). Member of the UNCW InfoReady team.

Allison Lawlor-University Program Specialist (Reports to AD for faculty (75%) and AD for Curriculum and Policy (25%): lawlora@uncw.edu Ext: 2-3113

- Student Banner Lead for CAS Dean’s Office
- Enrollment Management
- Orientation + Registration Seat Holds
- CAS Academic Course Scheduling (Including cancelling and adding classes)
- CAS External Event Coordinator (Graduation locations, College Day, Homecoming, Open House,)
- Assist AD for Curriculum with Curriculum development and review processes.
- Staff Advisor to the Dean’s Student Leadership Council
- Other administrative duties as required by the ADs

CAS Program Associate (new position—responsibilities may change)

- Organize CAS events and serve as contact for CAS events listed below:
  - 5K friend- and fund-raiser
  - CAS Spring Convocation
  - Visiting artists and scholars program
  - Global Marine Summit (bi-annual)
  - CAS summer academic program, STEAM Team
  - CAS Open Fora
  - Coffee with the Dean for Staff
  - Lunch with the Dean for Faculty
  - Undergraduate creative-activity and research showcase (award recipients)
- Administrative support for the Associate Dean for Curriculum, New Programs and College Policy
Specialized Staff

Gena Guthrie—Public Communication Specialist: (Reports to Dean): guthriegw@uncw.edu Ext: 2-3422

- Oversee communication and marketing initiatives for CAS
- Serve as the CAS liaison to the Office of University Relations
- Develop content for web, print and social media; write copy for marketing materials
- Promote CAS events to the university community and public
- Manage the college’s website and social media platforms
- Draft and distribute CAS e-newsletter
- Assist CAS departments with promotional needs

Courtney Sanders—Director of Assessment (Reports to Dean): sandersc@uncw.edu Ext: 2-2653

- Program evaluation and student learning outcomes assessment, including:
  - Assessment plans and reporting
  - Data collection
  - Data analysis
  - Measurement best practices (e.g., instrument/test/rubric development, reliability, validity)
- Taskstream/Watermark assessment software
- SACSCOC accreditation requirements and processes

Maggie Bannon—Academic Advising Coordinator (Reports to AD for Student Success):
bannonm@uncw.edu Ext: 2-2294

- Serve as the liaison between CAS and Transition Programs to coordinate Transfer Advising.
- Coordinate end of the semester grade reports and intervention efforts for the College of Arts & Sciences.
- Work with students on academic contract.
- Meet with walk in CAS students who need to speak to someone about issues that are affecting their current semester focus.
- Share information related to academic policies and advising best practices with the academic departments within CAS.
- Work with students who wish to return to the University to complete their degrees through the Seahawk Success program.
- Represent CAS at Orientation and Admission events as needed.
Bill Crews-Facilities Coordinator Duties (Reports to AD for Graduate Programs, Research, and Innovation): crewsw@uncw.edu Ext: 2-7546.

- Work with project managers and contractors on CAS capital projects, renovation projects, and other infrastructure-related issues
- With Cathy Murphy, maintain project tracker for all ongoing CAS furniture orders and SPR-driven renovation projects
- Assist with planning for, purchasing, and installation of furniture orders
  - Communicate with furniture vendors (primarily KI, Interior Designs)
  - Communicate, coordinate, and assist furniture installers and movers (Two Men and a Truck, JDCC, AMG)
- Assist with reallocation of stored equipment and furniture
- Liaise with Space Management personnel on CAS-related space issues
- Maintain, update, and distribute CAS room matrix
- Collaborates with Cathy Murphy on CAS key control.
- Provide classroom lockbox key codes to faculty and staff as needed and prior to each semester by batch emails to instructors

Lindsay Crighton-Director of Development (Reports to University Advancement):
crightonl@uncw.edu Ext: 2-3792

- Cultivate and solicit from CAS alumni and friends gifts of $25,000 or more.
- Manage CAS Advancement Council
- Attend events on behalf of CAS
- Facilitate coordination and stewardship of all gifts to CAS
- Engage external constituents in education and awareness of CAS
- Work with department chairs on departmental funding priorities and alumni participation
- Manage CAS Foundation Board and Board of Visitors
- Travel throughout NC and SC along with NY, DC, FL and Texas for support from alumni and friends

Graduate Recruitment Specialist (new position)
Reports to Senior AD for Graduate Programs and Infrastructure

- Recruitment for all graduate programs in the College of Arts and Sciences (CAS).
- Collaboration with CAS graduate-program coordinators and the CAS public communication specialist
- Contact for potential applicants and follow-up incomplete applications
- Travel related to recruitment of CAS graduate students