

<u>Shannon's Duties</u>	<u>Gayle's Duties</u>
Human Resources issues: new hires (students or staff) and payroll issues/changes, International hires/visitors	Continued Cosmology support - Secretarial and PCard balancing (See Shannon for: HR/payroll and grant/financial related functions)
Financial management issues: all grant related issues (new or existing), dept acct, faculty accts (general purchasing, speak with Gayle)	Office Support: reception, mail, files, printers, ordering, etc.
Office & Facilities Management: space issues, keys, major repairs, phones, staffing	Academic, course related issues and student support: Blackboard, class lists, grades, homework, copying, rooms
Outreach/Media: website, newsletters, database, etc.	Travel and reimbursements, general purchasing
	Event planning and organization
Anything else...for distribution appropriately	Maintenance of Knipp Library, copier and stock room