



DEPARTMENT ADMIN STAFF - RESPONSIBILITIES

Cathy- Hubbell - Graduate Program Administrator

- ◆ chubbell@ucalgary.ca 220-3254
- ◆ Administers grad students' programs from application to graduation
- ◆ Shares the processing of the graduate payroll
- ◆ Admin of NSERC Scholarships
- ◆ Admin of GS Scholarships
- ◆ Assists with the department awards evening
- ◆ Evaluates comments of TA USRI for awards committee
- ◆ Maintain Grad Web Page

Faye Nicholson - Administrative Assistant to the Head

- ◆ fnichols@ucalgary.ca 220-3256
- ◆ Administrative support to Dept Head
- ◆ Collects and collates NSERC PGS apps
- ◆ Dept News letter
- ◆ Dept Meetings; Takes minutes
- ◆ Payroll for Sessional Instructors & Field Schools
- ◆ Non Employee Reimbursements
- ◆ Administration of Academic Annual Reports
- ◆ Hiring Committee Coordinator

Tracy Quinton - Undergraduate Program Administrator

- ◆ tlquinton@ucalgary.ca 220-5850
- ◆ Advises undergraduate students on admission & registration
- ◆ USRI - Electronic and TA Paper Evaluations
- ◆ Department's part of the Awards Evening
- ◆ Course outlines, Textbook ordering
- ◆ Processes exam and course material printing requests
- ◆ Final Exam Administration & Deferred Exams

Undergraduate Program Administrator Cont'd

- ◆ Monitors Final Grade submission
- ◆ Organizes & sets up for Weekly Dept Coffee
- ◆ Records Coordinator
- ◆ United Way Coordinator

Laurie Vaughan - Research Funds Administrator -

-vaughan@ucalgary.ca 220-5418

- ◆ Manages all research accounts
- ◆ Trust payroll except top-up & scholarship payments to grad student
- ◆ Sets up Casual jobs
- ◆ Detailed analysis of expense claims, ensures compliancy
- ◆ Handles all expense claims except those using Fund 10 and/or Overhead funds
- ◆ Approves eprocurement entries on research accounts

TBA - Financial & Graduate Studies Assistant

- ◆ 220-5841
- ◆ Mail, Fax, Courier Functions & voice mail on 220-5841
- ◆ Places all "Epro orders" and Processes Invoices
- ◆ Orders all vehicle rentals for field schools
- ◆ Maintenance/Repairs of photocopying machine
- ◆ Update Mailing and Phone Lists
- ◆ Prepares paperwork for TA payroll including top-up funding from researchers & differential fee payments
- ◆ Shares the processing of the graduate payroll
- ◆ Casual timesheets
- ◆ Prepares cash deposits
- ◆ Monitors printing charges, long distance and courier charges