



TEHE STAFF - AREAS OF RESPONSIBILITY

Angela Neblett, Office Manager/Business Services Coordinator

Operations management of department
Budget
Personnel
Time Entry
Purchasing
Reimbursements (travel, general)
Study Abroad Programming
External Event Coordinating
Schedule/Budget Development and Projections
Coordination of Curricular Actions
Website updates
Policy and procedure
Supervision of student workers and staff

Jason Belo, Administrative Support Associate

Course Evaluations
Schedule Loading and revisions
Graduate student database and files
Dept Chair calendar
TEHE Calendar
Classroom reservations/scheduling
Room reservations outside SOEB
Copying needs
Student registration issues
Supply needs
GA Offices - computers
Maintaining syllabi
Office reception
Student Schedule reports (fall/spring)
Degree Audits
Printer/Copier issues

Mikey Jarvis, Graduate Assistant

Monthly travel/mileage reimbursements
Graduate student forms
General assistance

Connor Bullard, Science Lab Coordinator

Curry Science Lab