

## Geological Sciences Support Team

Questions / Concerns / Issues	Primary Support Personnel	Back Up Support Personnel
Administrative Oversight, planning, training	Pam Christenberry	Jim Brophy
Asset Management	John Hettle	Pam Christenberry
Book Orders / Desk Copies	'Chelle Filippelli	Front Office
Budget Planning - Departmental & Instructional	Pam Christenberry	Jim Brophy
Building & Office Maintenance	John Hettle	Pam Christenberry
Hospitality / Catering	Front Office	'Chelle Filippelli
Colloquium Planning	Front Office	'Chelle Filippelli/Dianne Dupree
Copy Machine Repairs / Maintenance	John Hettle	Front Office
Copy Work	Dianne Dupree	Hourly
Faxing	Dianne Dupree	Hourly
Field Station - application, admissions, etc	Amanda Coats	Pam Christenberry
Financial Aid - Posting	'Chelle Filippelli	Amanda Coats
Financial Aid - Planning	Pam Christenberry	
Graduate Student Assistance	'Chelle Filippelli	Dianne Dupree
Graduate Student Travel Awards	'Chelle Filippelli	Amanda Coats
Grant Submissions	APPS	Pam Christenberry
Grant Projections & Balances	Megan Divine	Pam Christenberry
Hiring post-docs and visiting scholars	Megan Divine	Pam Christenberry
Hiring temporary hourly (students and non)	Dianne Dupree	Pam Christenberry
Hiring student academic appointments	'Chelle Filippelli	Megan Divine
Human Resources	Pam Christenberry	Jim Brophy
Income / Revenue Producing Activities	Amanda Coats	Pam Christenberry
Information Resource	Front Office	Dianne Dupree
Keys	John Hettle	Pam Christenberry
Mail / Shipping & Receiving	Front Office	John Hettle
New Course Proposals	Dianne Dupree	Pam Christenberry
Payroll - Faculty	Dianne Dupree	Amanda Coats
Payroll - Student	Dianne Dupree	Amanda Coats
Procurement Card Reconciliations	Front Office	Pam Christenberry
Purchasing	Front Office	Megan Divine
Recruitment - Graduate Student	'Chelle Filippelli	Pam Christenberry
Recruitment - Faculty	Dianne Dupree	Pam Christenberry
Reimbursements for out of pocket expenses	Front Office	Megan Divine
Renovations	John Hettle	Pam Christenberry
Reconciliations	Amanda Coats	Pam Christenberry
Room Reservations - Special Events	Dianne Dupree	John Hettle/Front Office
Course Scheduling	Dianne Dupree	'Chelle Filippelli
Space Management	John Hettle	Pam Christenberry
Teaching Evaluations	Dianne Dupree	Pam Christenberry
Technology	Mike Bennett	John Walker
Telephone	Mike Bennett	John Walker
Tenure & Promotion Support	Dianne Dupree	Pam Christenberry
Travel / Faculty	Front Office	Amanda Coats
Travel / Non-employee	Front Office	Amanda Coats
Travel / Graduate Student	Front Office	Amanda Coats
Website	Ruth Droppo	Pam Christenberry