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- Asst. to Dept. Head
- Has Pcards (regular & travel)
- EZ Buy & Amazon purchases
- GPC & grad EPAF requests
- Annual reviews
- Schedules Snow conference room & The Shed classroom
- Syllabi
- Book orders
- FL building rep (phones, repairs, keys, etc.)
- Class scheduling

- HR - MyTime, leave, AggieTime payroll, hiring paperwork
- Post jobs in Handshake & iCIMS
- Travel for Brian's educators & Scot
- Scholarships
- Computers & software licenses
- Event coordination & candidate visits
- AssetView & Surplus
- EZ Buy carts & Pcards for CAC & URPD
- Online HDFS directory
- Coordinate moves for new faculty

- Finances for dept & grants
- New position requests
- EZ Buy, travel, Pcard approvals
- Extension Accounts
- Scholarships
- Salary Planner

- Has Pcards (regular & travel)
- EZ Buy & Amazon purchases
- Child Development Lab & Lab budget
- Student teachers (4960)
- MFT (Marriage & Family Counseling)
- HFC (Housing & Financial Counseling)
- Directory updates - paper copy
- Thank you letters for donations

- Has Pcards (regular & travel)
- Amazon purchases
- EZ Buy & invoices for FCHDW
- Receipt attacher for Brian's & Dave S's Pcards
- Course Evaluations
- FCHDW building rep (phones, repairs, keys, etc.)

- DDE Center business
- PR person - dept. news, blog, announcements
- Amazon Purchases

Annalee Ward 7-0339
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Dept Travel

Cree Taylor

Thesis & dissertation review