

Earth and Atmospheric 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	Nora Ferstead	'Chelle Filippelli
Colloquium Planning	TBD	Nora Ferstead
Copy Machine Repairs / Maintenance	Nora Ferstead	John Hettle
Copy Work	Dianne Dupree	Hourly
Faxing	Dianne Dupree	Hourly
Field Station - application, admissions, etc	Amanda McKinney	Pam Christenberry
Financial Aid - Posting	'Chelle Filippelli	TBD
Financial Aid – Planning	Pam Christenberry	
Graduate Student Assistance	'Chelle Filippelli	Dianne Dupree
Graduate Student Travel Awards	TBD	'Chelle Filippelli
Grant Submissions	ORA	Pam Christenberry
Grant Projections & Balances	Pam Christenberry	Pam Christenberry
Hiring post-docs and visiting scholars	Dianne Dupree	Pam Christenberry
Hiring temporary hourly (students and non)	Dianne Dupree	Amanda McKinney
Hiring student academic appointments	'Chelle Filippelli	Pam Christenberry
Human Resources	Pam Christenberry	Jim Brophy
Income / Revenue Producing Activities	Amanda McKinney	Pam Christenberry
Information Resource	Nora Ferstead	Dianne Dupree
Keys	John Hettle	Pam Christenberry
Mail / Shipping & Receiving	Nora Ferstead	John Hettle
New Course Proposals	Dianne Dupree	Pam Christenberry
Payroll - Faculty	Dianne Dupree	Amanda McKinney
Payroll - Student	Dianne Dupree	Amanda McKinney
Procurement Card Reconciliations	Amanda McKinney	Pam Christenberry
Purchasing – general office supplies	Nora	TBD
Purchasing – lab supplies & capital equipment	TBD	Amanda McKinney
Recruitment - Graduate Student	'Chelle Filippelli	Pam Christenberry
Recruitment - Faculty	Dianne Dupree	Pam Christenberry
Reimbursements for out of pocket expenses	TBD	Pam Christenberry
Renovations	John Hettle	Jim Brophy
Reconciliations	Amanda McKinney	Pam Christenberry

Van Reservations	Nora Ferstead	John Hettle
Room Reservations – special events	Dianne Dupree	TBD
Course Scheduling	Dianne Dupree	
Space Management	John Hettle	Pam Christenberry
Teaching Evaluations	Dianne Dupree	Pam Christenberry
Technology	Ted Boardman	John Walker
Telephone	Ted Boardman	John Walker
Tenure & Promotion Support	Dianne Dupree	Pam Christenberry
Travel / Faculty	TBD	Amanda McKinney
Travel / Non-employee	TBD	Amanda McKinney
Travel / Graduate Student	TBD	Amanda McKinney
Websites & Graphics	Ruth Droppo	Pam Christenberry