

HDSHC Functional Duties Chart—ALL DUTIES

Heather Freireich

- Graduate Liaison
 - Roster contact for graduate courses
 - Responds to PHDCOM@asu.edu email
 - Gportal contact
 - PhD Admissions
 - Advising for graduate students
 - Minutes for GFC meetings
 - Awards & Fellowships
 - Grad Student travel
 - “Manager” for grad student travel claims
- Course Schedule
 - Teaching assignment letters
- Instructor class funding reports
- Teaching Evaluations backup
- Programs copy machines

Lynne MacDonald

- Communications
 - Website
 - Course Syllabi
 - Facebook
 - Twitter
 - Newsletter
 - Directories
 - TV Monitors
- Maintains EZAppt
- Manages online teaching evaluations
- Manages online course override system
- Coordinator for Night of the Open Door and Homecoming
- Certificates, award programs, brochures, flyers, etc.

- Data reports

Rosemary Carpenter

- Front Desk
 - Responds to communication@asu.edu email Inquiries
 - Sorts mail
 - Maintains listservs and distribution lists
 - Keys
 - Manages copy room
 - Manages supplies
- Textbook Orders
- Space survey coordinator
- Business support for Sue
- Event Coordinator
- Directs student worker
- Roster contact
- Processes Overrides
- United Way representative

Sue Wurster

- Business Support
 - Makes Purchases
 - Reimbursements
 - Payroll Reconciliation
 - Department P-Card Holder
 - Reconcile Accounts
 - HR backup
 - Provides backup to Director
- Scholarships and Fellowships
- Manages front office staff
 - Manages time off requests

- Faculty/Staff Meeting Minutes
- Safety/Compliance Officer
- Travel for all faculty and instructors
 - Prepares travel requests for faculty travel

Misa Pham

- HR
 - New Hires
 - Terminations
 - Visas
 - FMLA
 - Workman's Comp
- Payroll
- Budgets
 - Forecasts
 - Direct Purchasing
 - Start-Up Fund
- Projects
 - Construction
 - Hugh Downs Memorabilia
- Assist Director
 - Calendar
 - Meeting Planning
 - Data Requests
- Manages front office
 - Manages time off requests
- Approves time off for Advisors
- Action items from Faculty/Staff meetings
- Travel for all faculty and instructors
 - Prepares expense claims for faculty travel claims
- Department ATO for Travel