

# WHO CAN HELP ME?



**UNC**

College of Education and  
Behavioral Sciences



# ADMINISTRATIVE SERVICE CENTER STAFF

## BUSINESS OPERATIONS MANAGER



**TBD**



-----



-----



-----

- Budget Manager
- Evaluation Coordination (Eval Kit)
- Coordinate Academic Sport (for College ASCs)
- Enrollment Analysis and Course Scheduling
- Verify Faculty Workload and Overload
- FLAC Payroll System
- Monitor and Transfer Research Incentive Funds
- Communication with Leadership team
- Approval Queue setup and approvals
- Accreditation Support as needed
- Scheduling CUE
- Digital Measures, workflows for faculty evaluations

## ACCOUNTING SPECIALIST



**Keyleigh Gurney**



**McKee**



131  
970-351-



2807  
Keyleigh.Gurney@unco.edu

- Accreditation Support as needed
- Building Coordinator
- Catering and Alcohol Approval Form (submitted by host)
- Check/ ACH Requests
- Contracts: (Sales, Proposals, Intergovernmental, MOU)
- Deposits
- Electronic Intermural Orders (EIO)
- Fiscal Year end closing
- Fund balance questions
- Gift/ Prize/ Award Purchases
- Independent Contractor Agreements (ICAs)
- Journal Entries
- Moving Expenses (part of Onboarding)
- P-Card Coordination
- Photocopier Accounting/ Maintenance
- Professional Development Spending (Including start-up funds)
- Purchase Orders/ Invoices
- Supplies Ordering Assistance (Not STE or PSC/ DML)
- Travel Authorizations & Reimbursements

## HUMAN RESOURCES SPECIALIST



**Edie Dolben**



**McKee**



119  
970-351-



3561  
Edie.Dolben@unco.edu

- Record/ System Maintenance
- Employee Agreements & Contracts (FLAC)
- Search Administration
- Hiring Process & On-boarding
- Employee Support
- Promotion, Tenure, Sabbatical tracking
- Maintain Personnel Files
- Accreditation Support as needed



# ADMINISTRATIVE SERVICE CENTER STAFF

## HUMAN RESOURCES SPECIALIST



TBD



-----



-----



-----

- Record/ System Maintenance
- Employee Agreements & Contracts (FLAC)
- Search Administration
- Hiring Process & On-boarding
- Employee Support
- Promotion, Tenure, Sabbatical tracking
- Maintain Personnel Files
- Accreditation Support as needed

## COMMUNICATIONS SPECIALIST



**Elena Sarabia**



McKee



103  
970-351-



3623  
Elena.Sarabia@unco.edu

- Campus communication
- Assist in Event Planning and coordination (marketing/ communications, internal and external)
- Event calendar entries/ promotions at university-level
- Faculty, Staff, and Student Communications
- Dean's office and department webpages (excluding catalog)
- Social Media Coordination
- Unit Communications
- Building Digital Signage (Flyers, Brochures, displays)
- Central Marketing Communications
- Website Rebuild Commity
- Slate and Emma mailing communications
- Monthly newsletters to faculty, staff, and students



# STUDENT AND FACULTY SUPPORT STAFF

## UNDERGRAD STUDENT/ FACULTY SUPPORT SPECIALIST



**Susan Allen**



McKee



126  
970-351-



3559  
Susan.Allen@unco.edu

- Course Scheduling for UG:
  - ASL/ INTR
  - UG SPED and GOAL
  - PSY
  - STE
- UG Canvas access support
- UG Student Support
- UG Faculty Support
- UG Conference room scheduling
- Second Dean's office contact
- UG record maintenance as needed
- Accreditation Support as needed

**\*UG = Undergraduate**

## GRADUATE SUPPORT SPECIALIST



**Ellen Foley**



McKee



251  
970-351-



2727  
ellen.foley@unco.edu

- Course Scheduling
  - APCE/ Univ 101
  - SPSY
  - PSY
  - SRM/ STAT 150
  - HESAL/ ELPS
- Graduate Student support & outreach
- Grad Faculty support
- Psychological Services Clinic support
- Diagnostic Materials Library Support
- GA/ TA contracting, funding, on-boarding
- Grad record maintenance
- Graduate comprehensive examination support
- Graduate course override support
- Graduate Advisor changes
- McKee conference room scheduling
- Accreditation support as needed
- Grad Canvas access support



# STUDENT AND FACULTY SUPPORT STAFF

## STUDENT/ DEAN/ FACULTY SUPPORT SPECIALIST



**Lauren Gutierrez**



McKee



126  
970-351-



3529  
lauren.gutierrez@unco.edu

- Assistant to the Dean
- Administrative support
- Manage Dean's calendar
- Curriculum workflow
- Manage guest parking permits
- Building coordinator
- 25-Live Pro Scheduler
- Hiring CEBS work-study staff
- Scheduling CEBS work-study staff
- Dean's office student staff training and professional development
- Supervise Dean's Office work-study staff
- Course scheduler
- Dean's events coordinator

## STUDENT/ FACULTY SUPPORT SPECIALIST - CUMBRES & ECE



**Penny Mascarenas**



McKee



261  
970-351-



2420  
Penelope.Mascarenas@unco.edu

- Student interaction & support
- Advisor for Early Childhood Education
- Cumbres Program
- Student outreach
- Supervise student employees
- Accreditation/ Compliance



# EDUCATOR PREPARATION SUPPORT STAFF

## EDUCATOR PREPARATION SPECIALIST



**Tish Thompson**



McKee 213B



970-351-

1623



Letitia.Thompson@unco.edu

- Accreditation/ compliance
- Ed Prep program support
- New Hire Paperwork (final approval still goes to HR specialist)
- Mileage reimbursement (final approval still goes through Accounting Specialist)

## EDUCATOR PREPARATION FIELD PLACEMENT OFFICER



**Cheryl Sparks**



McKee

209



970-351-

4716



Letitia.Thompson@unco.edu

- Teacher candidate placement (not SPED)
- Live text field placement management
- PEC Support
- Field supervision support
- Mentor Teacher Compensation credits

## EDUCATOR PREPARATION OFFICER SPED



**Jackie Davis**



McKee 0039



970-351-

2359



Jackie.Davis@unco.edu

- Teacher candidate placement (SPED)
- Process field experience, student teaching and practicum applications for SPED
  - Generalist undergraduate
  - Generalist graduate
  - Early childhood special education
  - Deaf/ hard of hearing
- Create and maintain partnerships between district/ schools/ mentor teachers for student placement
- Recruit and retain University supervisors to work with field experience, student teaching and practicum
- Maintain Canvas courses, monitor for grade DB and submit final grades.
  - EDSE 444
  - EDSE 693
- Process compensation for mentor students in SPED undergraduate and graduate