

NI Staff Duties	
Request	Staff Member
Facilities Issues (facilities & maintenance requests, move requests, etc.)	Racquel Lowe
Items for Surplus	Racquel Lowe
Order Placement/Contract Routing	Racquel Lowe
PSC Building Access (i.e., card reader, key issuance, etc.)	Racquel Lowe
Telephone Issues (i.e., new/replacement phone, line install, etc.)	Racquel Lowe
803 Room reservation request	Racquel Lowe
Faculty Recruitment Processing	Tara Alexander
Invoice Payment approval from STATE Source	Tara Alexander
Order Worksheet approval from STATE Source	Tara Alexander
Job reclassifications	Tara Alexander
Payment Request Form payments from STATE Source	Tara Alexander
Payroll Changes	Tara Alexander
Professional Development Funds Requests	Tara Alexander
Seed Grants Administration	Tara Alexander
B&B Undergraduate Assistantship Program Administration(Summer)	Tara Alexander
Staff Vacancy	Tara Alexander
Time sheets processing/records	Tara Alexander
Pcard Reconciliation or problems	Tara Alexander
Indirect Cost Accounts (beginning with NU--)	Tara Alexander
Visa (H1-B, J-1) Processing	Tara Alexander
Panthercard Requests	Tara Alexander
eTime Corrections	Tara Alexander
Volunteer Process	Tara Alexander
Copier Problems	Hannah Booth
Faculty Applications for search committees	Hannah Booth
Invoice Processing	Hannah Booth
Travel Expense Statements	Hannah Booth
Slide Advancer/Laser Pointer Rental	Hannah Booth
Travel Authorizations	Hannah Booth
Reimbursements	Hannah Booth
Department Calendar Approval and Submission	Hannah Booth
Foundation Disbursement Request	Hannah Booth
Effort Certification Grants Pre-review	Nichole Orogun-Thomas
Expenditure Reviews FEDERAL GRANTS	Nichole Orogun-Thomas
Invoice Payment from FEDERAL GRANT Source	Nichole Orogun-Thomas
Proposal pre-submission budget review and/or assistance	Nichole Orogun-Thomas
Neuroscience Core Equipment and Instruments (contact for list)	Mary Karom
Training on Core Equipment and Instruments	Mary Karom
Training & Full Service for Biological Assays(RIA, ELISA, PROTEIN)	Mary Karom
Train/Consult on Histology Techniques (IJC, In Situ, Autoradiography)	Mary Karom
Assistance /Consult with Radiation Protocols and Isotope storage	Mary Karom
Assistance with Laboratory Safety/Biohazard Procedures	Mary Karom
Manage Cold storage units -80/-20 Freezers, Refrigerators, Dry Ice	Mary Karom
Design and maintain the NI CORE website	Mary Karom
IT Support, All (Service, Advice, Policy, etc.)	Ryan Sleeth
IT Administration (File Server, Permissions, Domain)	Ryan Sleeth
IT Purchasing and Recommendations	Ryan Sleeth
IT Inventory	Ryan Sleeth
IT Scientific Equipment Computer Support	Ryan Sleeth
Neuroscience Institute, CBN, and ACSFN Webmaster	Ryan Sleeth
Escalation IT Support (University IT liaison)	Ryan Sleeth
Faculty and Staff Personal Computer Limited Support	Ryan Sleeth
Presentation-related Adapter Rental	Ryan Sleeth
Slide Advancer/Laser Pointer Rental	Ryan Sleeth
Audio/Video Support (Presentations, Video Conf.)	Ryan Sleeth
Printing Software-related Problems	Ryan Sleeth
Poster Printing	Ryan Sleeth
B&B Seed Grant Proposals	Elizabeth Weaver
B&B Twitter Feed	Elizabeth Weaver
NI/B&B Facebook Page	Elizabeth Weaver
B&B Instagram Feed	Elizabeth Weaver
B&B / NI Events	Elizabeth Weaver
B&B Web Updates	Elizabeth Weaver
B&B Fellowship Program	Elizabeth Weaver
B&B Fellow Travel Awards	Elizabeth Weaver
B&B Retreat Questions	Elizabeth Weaver
B&B Lecture Series Questions	Elizabeth Weaver
B&B Neuwrite Membership	Elizabeth Weaver
B&B Undergraduate Assistantship Program Applications	Elizabeth Weaver
B&B Undergraduate Scholars Program	Elizabeth Weaver
Graduate Payroll (hiring, payroll changes, terminations)	Emily Hardy
Graduate Reimbursement Requests	Emily Hardy
Graduate Course Scheduling	Emily Hardy
Graduate Course Registration	Emily Hardy
Graduate Recruitment and Enrollment Administration	Emily Hardy
Graduate Waiver Request	Emily Hardy
Graduate Student Advisement	Emily Hardy
Graduate Program Website Updates	Emily Hardy
P-Card Authorization (1 of 2 Approvers)	Emily Hardy
Undergraduate Course Scheduling	Lisa Shepard
Undergraduate Course Registrations, Overrides and Petitions	Lisa Shepard
Undergraduate Student General Advisement	Lisa Shepard
Undergraduate Website Coordinator	Lisa Shepard
Undergraduate Student Event Coordinator	Lisa Shepard
Dual Degree Program Liaison	Lisa Shepard
Undergraduate Program Social Media Director	Lisa Shepard
Campus Visit Coordinator	Lisa Shepard
Faculty Book Order Coordinator	Lisa Shepard
B.S. Neuroscience Alumni Data Collector	Lisa Shepard
B.S. Neuroscience email distributor: schedule updates, scholarship and internship opportunities, event announcements, and general information.	Lisa Shepard
Determine eligibility for Nu Rho Psi inductees	Lisa Shepard
University Assistant Program Departmental Coordinator	Lisa Shepard
Confocal training, practices, technical support, and others.	Claudia Sanabria