**Department of Sociology, Anthropology, and Public Health**

Staff Primary Roles

Updated June 2021

BUSINESS SERVICES SPECIALIST **Jennifer,** **Jennifer.kelly@umbc.edu****,** PUP 226, x52084

* Monitor budget and provide reports as needed/requested
* Contracts (adjuncts, lecturers)
* Payroll related matters
* Reimbursements
* Faculty travel/memberships (first stop prior to going to Admin.II to purchase)
* Sensitive inventory Foundation account management
* Long distance codes
* Onboard new hires
* Process all student awards
* Resource for financial course scheduling decisions (course break-even limits; collaborate with Scheduler to monitor potential course cancellations)

ADMINISTRATIVE ASST. II **Samiyah Hodges, shodges1@umbc.edu** PUP 252, x53979

* Front office support
* ANTH/SOCY UG meeting support (minutes, agenda)
* SAPH adjuncts/FT faculty support (keys, mailboxes, copying)
* Conference room scheduling
* Dept. laptops/equipment (reserving)
* Purchasing –supplies, travel/memberships (FIRST STOP WITH ACCOUNTANT PRIOR TO PURCHASE)
* Back up payroll/paycheck pickup
* SOCY/ANTH UG student awards (Lewis, outstanding student)
* Support for Honor Societies (AKD and Lambda)
* Events: Welcome Week, SSF, Health and Inequality lecture, Fulbright Info., End of semester
* Marketing: Brochures, flyers, newsletter, FB, myUMBC Groups
* Run REX reports as requested
* Supervise student office workers
* ANTH/SOCY adjunct permissions

UG ADVISING COORDINATOR **Debbie,** **dsanford@umbc.edu****,** PUP 221, x53711

* Guidance on difficult advising situations, special exceptions, and UMBC academic advising policies & procedures
* Suspension/dismissal reviews
* Advisor assignments
* Guidance on the course equivalency process for current students
* Review of major coursework for graduation review
* HAPP adjunct course permissions.
* Assisting with University retention and recruiting initiatives
* Processing course equivalency requests in the TES equivalency database
* Assisting with new student orientation.
* PBHL advising load

GRADUATE PROGRAM COORDINATOR **Emily,** **ebyrne@umbc.edu****,** PUP 231, x53365

* Graduate Program support: Applications, admissions, orientations, advising and registration, progressions, graduation/degree conferral (BA/MA, GRND, PBC, MA)
* Grad meeting agendas/minutes
* GA/grader support: assignments, surveys, onboarding, contracts
* Grad program events, marketing and recruitment
* Grad student awards (Gill, GA travel funding)
* Alumni: track, engagement and outreach opportunities
* Website/Twitter

MANAGER **Cathy,** **cat@umbc.edu****,** PUP 227, x55936

* Chair support
* Recruitment (faculty/staff)
* Adjunct reviews/promotions
* DPT&C support
* DCM/ECM support
* Rise Vision presentations (Atrium monitor)
* Digital Measures (FAR)
* Comprehensive reviews
* Tracking sabbatical, course release, tenure clock
* Track internal and external faculty committees
* Student award assistance as needed
* Resource for department policies/protocol
* Liaison to the Provost and Dean’s office
* APR support
* Back up scheduler

PROGRAM MANAGEMENT SPECIALIST **Melissa,** **mrose4@umbc.edu****,** PUP 228, x52074

* PBHL UG program support (meeting minutes, agenda)
* PBHL internship support
* PBHL student awards (PBHL COM, Barbara Burkman, Mary Stuart Internship Excellence)
* SAPH/GERO scheduling
* SAPH Catalog updates
* SAPH UGC support