

Business Office and Staff Support Associate Responsibilities in the Department of Animal and Food Sciences

The Department of Animal and Food Sciences is a diverse and complicated organization that must fill the three missions of the land grant system. The number of faculty/staff and the large infrastructure, including the nine farms and support units, create a large volume of business activity. To best serve the needs of the faculty/staff and meet our fiduciary responsibilities, the business and faculty/staff support functions need to be carefully dispersed amongst the Business Office staff and Staff Support Associates.

The business and faculty/staff support functions in the department include budget management, purchasing, travel, human resources, conference planning and reservations, facility maintenance and property inventory, mail distribution, and faculty/staff support. Below is a listing of each of these function areas and their various associated tasks, and the primary and secondary key personnel assigned to each function area.

Budget Management

Primary: Sheila Hollin
Secondary: Courtney Decker

Account management
Maintain all records of special accounts
Maintain all salary saving and course fee accounts
Gift account budgeting
Manage all grant accounts and associated records
Monthly record reporting of account balances
Reconcile wire transfers
Complete annual AD419
Sale of animals and commodities
Cash transmittals (*Cindy Stidham serves as primary*)
Monthly and annual reconciliation of all accounts
Maintenance of all required records (*Lori Heard is secondary*)

Purchasing

Primary: Courtney Decker
Secondary: Sheila Hollin and Kevin Hagan

Personal Service contracts
Procard purchases and verification
PRDs
Purchases from following vendors Fisher, Dell, Office Depot, More Direct
Purchases from VWR (*Kevin Hagan is primary and Courtney Decker is secondary*)
Minor equipment inventory
Utilities PRD (*Kevin Hagan is primary and Sheila Hollin is secondary*)
IMPREST account

Travel

Primary: Kevin Hagan
Secondary: Cortney Decker

Travel Authorization
Travel Reimbursement
Travel Documentation and records

Human Resources

Primary: Cindy Stidham
Secondary: Sheila Hollin

Initiation of all staff position descriptions (JAQs)
Maintain all records of job searches
Maintain personnel records
Payroll and leave records
Hiring documents
International Office requests (*Robin Notton is secondary*)
Cost distribution and faculty effort planning (DOE)
Payroll certification of employment on accounts (*Sheila Hollin is primary and Cindy Stidham is secondary*)
Promotion and Tenure documentation
Merit evaluation documentation

Conference Planning and Reservations

Primary: Robin Notton
Secondary: Lori Heard

Hotel and travel arrangements for candidates
Hotel and travel arrangements for conferences or visitors
Good Barn and classroom reservations (*Lori Heard primary and Robin Notton secondary*)
Parking permits for guests

Facility Maintenance and Property Inventory

Primary: Lori Heard
Secondary: Robin Notton

Work orders for building maintenance and repairs (*Sheila Hollin to verify those requiring an account*)
Work orders for Facility Management
Motor Pool charges
Equipment inventory
Space inventory
Collection and summarizing animal inventory
Collection and summarizing Meat Lab inventory
Surplus equipment

Mail Distribution

Primary: Lori Heard
Secondary: Robin Notton

Organize and prepare outgoing mail

Sort and distribute incoming mail

Mass mailings

FedEx (*Robin Notton is primary and Lori Heard is secondary – Kevin Hagan will fill in as needed*)

Faculty Support

Primaries: Robin Notton and Lori Heard
Secondary: Kevin Hagan

Copy services

Word processing

Vehicle reservations

Poster printing

E-mail lists

Special project support

Director of Graduate Studies support (*Robin Notton primary*)

Summary of Animal and Food Sciences Business and Faculty/Staff Support Functions and Personnel with Primary and Secondary Responsibilities

Business Function	Personnel					
	Sheila Hollin	Cindy Stidham	Cortney Decker	Kevin Hagan	Lori Heard	Robin Notton
Budget Management	Primary	Specific area ^a	Secondary		Specific Area ^b	
Purchasing	Secondary		Primary	Specific areas ^c		
Travel			Secondary	Primary		
Human Resources	Secondary ^d	Primary ^e				Specific area ^f
Conferences Planning and Reservations					Secondary ^g	Primary ^h
Facility Maintenance and Inventory					Primary	Secondary
Mail Distribution				Specific area ⁱ	Primary	Secondary
Faculty Support				Secondary	Primary	Primary

^a Primary for cash transmittals.

^b Secondary for maintenance of all required records.

^c Primary for purchases from VWR and Utilities PRD.

^d Primary for payroll certification of employment on accounts.

^e Secondary for payroll certification of employment on accounts.

^f Secondary for International Office requests.

^g Primary for Good Barn and classroom reservations.

^h Secondary for Good Barn and classroom reservations.

ⁱ Secondary as needed for FedEx support.