

ECE Staff support tasks and responsibilities

This is a working document; please provide Maria with feedback as to what is working/is not working/can be improved/requires adjustment so that we can work toward making everyone maximally productive.

Sharon Heath

- Travel and expense reimbursements for students
- Manage federally funded work study students: distribute faculty task requests as appropriate to these students and supervise them.
- Main Office Area: welcome visitors, accept deliveries/notify recipients
- Reserve meeting rooms (both in ECE conference rooms and elsewhere on campus)
- Order/stock office supplies
- Track book adoption and operate book lending library for TAs
- Maintain faculty and staff directory
- Assist in ordering food for department/student events (IEEE, NEPSSS, etc.)

Crystal Kelley

- Concur: Assist faculty with questions pertaining to Concur (both Amex submissions and faculty reimbursements)
- Logistical support for faculty tenure and promotion cases
- Faculty Recruitment: work with chair and search committee as needed/desired on itinerary and visits
- Assist Business Manager in ordering supplies for lab orders
- Assist the Chair with special projects

Ariel Rodriguez

- Update ECE department website
- Update ECE Department Marketing handouts/Materials
- Support Northeastern ECE PhD Students Association (NEPSA) events
- Manager the PhD database
- Works with faculty on ENTER program

Fall 2015

Maria LoSurdo

- Manage the Department's Operating budget
- Oversee the Department's Research grant accounts
- Manage/supervise office staff and Lab technicians
- Manages the Visiting Scholars, hiring of post-doc paperwork
- Solve all problems that arise/Assist chair in all aspects

Steve Keane

- Assist faculty in ordering furniture for office and labs, painting renovations, carpet, key access.
- Safety officer for ECE
- Oversee all aspects of space: graduate seating and lab space
- Equipment and Personnel moves
- Work with COE on ECE renovations