Department Director

Karen Hennessey

1. Departmental Direction
   a) Administration
   b) Fiscal Affairs
   c) Merit Review
2. Faculty Issues
3. Space Requirements/Renovations
4. Alumni/Industrial Outreach
5. Safety/Security Issues
6. Information Technology
Finance

**Assistant Department Director**
Selina Dauria  
sdauria@bu.edu • 3-3461
1. Assist Director in Department Management  
2. Budgetary Development/Analysis  
3. Proposal Development  
4. Restricted/Unrestricted Fiscal Management  
   a) Reports  
   b) Expenditures  
   c) Payroll Actions  
5. Supervise Grants Administrator  
6. Supervise Financial Administrator  
7. UIS Data Security Administrator

**Financial Administrator**
Solaris Bujor  
srbujor@bu.edu • 3-0099
1. Monitors Budget/Expenditure of Grants  
2. Provides Proposal Assistance to PIs  
   a) Assists w/ Development of Proposals  
   b) Coordinates Completion & Support  
   c) Provides Financial Expertise to PIs  
   d) Insures Various Policies Are Followed  
3. Analytical Reports  
4. Research Activity Reports  
5. Reviews Travel Requests

**Financial Administrator**
Ryan Flament  
rflament@bu.edu • 3-0050
1. Coordinates Departmental Purchasing  
   a) Processes Reqs, Invoices, Reimbursements, POs, and Travel Requests  
   b) Facilitates Dept & Grant Invoices for Payment  
   c) Coordinates w/ Accounts Payable and Invoice Processing to Insure Invoices Are Paid and Completed  
   d) Interfaces w/ Asst. Director and Grants Admin on Close-Out of POs and Reqs  
2. Student Payroll  
3. Reconciliation of Budgets
Academic Programs

1. Graduate Administration
   a) Graduate Admissions
   b) Financial Aid Awards
   c) Registration
   d) Ph.D. Records Administration
   e) Ph.D. Qualifying Exam Administration
   f) Programs Database Management
   g) Ph.D. Travel Awards
   h) Specific Program Publications
      i) Financial Aid
      ii) Recruitment
      i) Master’s Thesis Defense Administration
      j) Ph.D.’s Dissertation Defense Administration
2. Undergraduate Programs Administration
3. Course Scheduling/Teaching Loads
4. Supervise Senior Programs Coordinator

Senior Programs Coordinator
Cali Stephens
calistep@bu.edu • 3-1048

1. Receptionist/Secretarial Support
2. Supervise Operation of Faculty/Grad Service Facilities
3. Provide Support to Academic Programs Manager
   a) Graduate Programs
   b) Undergraduate Programs
   c) Graduate Admissions
4. Office Administration
   a) Maintain Electronic Directories
   b) Office Supply Control & Distribution
5. Key Distribution
6. Textbook Orders
7. Conference Room Control
8. Equipment Issuance
9. Faculty/Graduate Student Mail Service
10. Supervise Student Workers
11. Administrative Support
12. Student/Faculty/GTF Evaluations
Assistant to the Chair

Christine Guerard
cguerard@bu.edu • 3-1237

1. Faculty/Staff Action Administration
   a) Personnel/Benefits Inquiries and Assistance
   b) Faculty Search, Appointment, Tenure, and Promotion Procedures
   c) Faculty Annual Reports
   d) Development of Ads for Personnel Searches
   e) Processing of Staff Actions

2. Activities/Event Planning and Implementation
   a) Colloquia, Seminars, Faculty Candidate Visits, Special Events, etc.

3. Office Management
   a) Manages Information and Queries Directed to the Chair and Director Offices
   b) Develop and Maintain Chair Calendar

4. Information Management
   a) Committee Meeting Minutes
   b) Faculty/Staff Records
1. Department Communications & Public Relations
   a) Publications, Advertisements, and Other Outreach
   b) Department Annual Report
   c) Publicize Dept. & Faculty News Items
   d) Development of Graphic and Photographic Images

2. Web and Touchscreen Content Management
   a) Develops & Maintains Web/Touchscreen Content
   b) Interacts w/ Dept. IT on Tech. Support Issues
   c) Facilitates Website Input From Internal & External Programs and Organizations
   d) Collaborates with the Publicity Committee to Insure Effective & Appealing Website Content

3. Coordinate Speakers and Publicity for Department Events
   a) Distinguished Lectures
   b) Seminars
   c) Colloquia
Technical Staff

Instructional Lab Manager
Open Position
• 3-1244

1. Manage the ECE Department’s Instructional Laboratories
2. Provide support to faculty using the labs for courses
3. Work collaboratively with ENG IT staff assigned to support ECE

ENG IT – ECE Contact
James Goebel
jkgoebel@bu.edu • 8-2785

1. Act as ECE’s contact to ENG IT
2. Serve as manager of systems support for ENG
3. Maintain computer teaching labs
4. Troubleshoot and maintain all administrative desktop systems (college-wide)