Department Director

Karen Hennessey
khenness@bu.edu • 3-7117

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 Manager Alyssa Lino
kymalain@bu.edu • 3-0092

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 Financial Administrators
6. 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 with 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. Review Travel Requests
6. Coordinates Departmental Purchasing
   a) Processes Reqs, Invoices, Reimbursements, POs, and Travel Requests
   b) Facilitates Dept & Grant Invoices for Payment
   c) Coordinates with Accounts Payable and Invoice Processing to Insure Invoices Are Paid and Completed

Financial Administrator Ryan Flament
rflament@bu.edu • 3-0090

1. Monitors Budget/Expenditure of Grants
2. Provides Proposal Assistance to PIs
   a) Assists with Development of Proposals
   b) Coordinates Completion & Support
   c) Provides Financial Expertise to PIs
   d) Insures Various Policies Are Followed
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Academic Programs

Academic Programs Manager
Laura Cunningham
laura518@bu.edu • 3-3461

1. Masters Graduate Administration
   a) Masters Admissions
   b) Financial Aid Awards
   c) Registration
   d) Masters Record Administration
   e) Programs Database Management
   f) Specific Program Publications
      i. Financial Aid
      ii. Recruitment

2. Undergraduate ABET management

3. Course Scheduling/Teaching Loads

Academic Programs Manager
Cali Stephens
calistep@bu.edu • 3-1048

1. PhD Graduate Administration
   a) PhD Admissions
   b) Financial Aid Awards
   c) Registration
   d) PhD Records Administration
   e) Programs Database Management
   f) PhD Travel Awards
   g) Specific Program Publications
      i. Financial Aid
      ii. Recruitment

2. Undergraduate Programs Administration

3. Course Scheduling/Teaching Loads
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
Communication

Publications, New Media, and Promotions Administrator
Gabriella McNevin
gmcnevin@bu.edu • 3-0076

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**
David E. Fortin
defortin@bu.edu • 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)