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

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

1. Budgetary Development/Analysis
2. Proposal Development
3. Restricted/Unrestricted Fiscal Management
   a) Reports
   b) Expenditures
   c) Payroll Actions
4. Supervise Financial Administrators
5. UIS Data Security Administrator

Financial Administrator Open Position

1. Pre-Award
   a) Assist with development of proposals
   b) Budget development
   c) Complete all BU internal paperwork
   d) Assist with all administrative components of the application.
2. Post-Award
   a) Assist with account set up
   b) Monthly grant reconciliations
   c) Financial planning and forecasting
   d) Ensure expenditures are in compliance with the guidelines set forth by OSP, PAFO and funding agencies

Financial Administrator Melissa Chu
mychu@bu.edu • 8-7433

1. Pre-Award
   a) Assist with development of proposals
   b) Budget development
   c) Complete all BU internal paperwork
   d) Assist with all administrative components of the application.
2. Post-Award
   a) Assist with account set up
   b) Monthly grant reconciliations
   c) Financial planning and forecasting
   d) Ensure expenditures are in compliance with the guidelines set forth by OSP, PAFO and funding agencies
Academic Programs

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
Laura Cunningham
laura518@bu.edu • 3-3461

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

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

Open

1. Purchasing
   a) Process all purchasing requests
   b) Contact vendors or Service Contract Providers
   c) Follow-up and troubleshoot Problems

2. Payroll
   a) Process weekly and monthly payroll in SAP
   b) Process all student hires and rehires
   c) Analyze and audit monthly student payroll reports
   d) Respond to student payroll related requests and issues

3. Office Administration
   a) Provide technical support in regard to all assigned office machines (copier, fax, printers, projectors, etc.)
   b) Office supply inventory
   c) Coffee supply inventory
   d) Key inventory
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)