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

**Finance Manager Shawn White**
spwhite@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

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

Faculty A-L
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

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**Financial Administrator Kristin Cook**
kmc@bu.edu • 3-0099

Faculty M-Z
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**

**Academic Programs Manager - PhD**

Christine Ritzkowski, Ed.M.
critzk@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

**Academic Programs Manager - MS**

TBD
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

**Program Coordinator**

Sally Kim
gayoenk@bu.edu • 3-2811

1. Undergraduate Program Administration
   a) Assist in preparations for ABET reviews and visits.
   b) Provide administrative support for courses as requested.
   c) Maintain information on undergraduate publications, honors, awards.
   d) Faculty/student advisor assignments with Assoc. Chair.

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

3. Scheduling
   a) Assist director and scheduling committee chair with course scheduling.

4. Payroll
   a) Process all PhD student weekly payroll

5. Maintain Faculty, Student, and GTF Evaluations
Administrative Coordinator
Allison Kleber, MS
akleber@bu.edu • 8-6008

1. Payroll
   a) Process all student weekly payroll
   b) Analyze and audit monthly student payroll reports
   c) Respond to student payroll related requests and issues

2. Faculty/ Student/ Guest travel Reimbursements

3. Office Management
   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
Assistant to the Chair

Gabriella Campozano

campozan@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 Candidate Visits
   d) Processing of Staff Actions

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

3. Information Management
   a) Committee Meeting Minutes
   b) Faculty/Staff Records
Communications

Publications, New Media, and Promotions Administrator
TBD
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

4. Coordinate conferences
Technical Staff

**Instructional Lab Manager**
David E. Fortin
defortin@bu.edu • 3-1244
1. Manages and Maintains the ECE Department’s Instructional computer 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**
Derek Curley
enghelp@bu.edu • 8-2785
1. Act as ECE’s contact to ENG IT
2. Serve as manager of systems support for ENG
3. Troubleshoot and maintain all administrative desktop systems (college-wide)