Staff Duties and Responsibilities

DEPARTMENT OF EPIDEMIOLOGY & BIOSTATISTICS
Department of Epidemiology & Biostatistics

Staff Duties and Responsibilities
(Updated 1/14/2020)

This list identifies core responsibilities of current staff. Faculty and staff can ask for assistance from the staff member listed next to the job duty.

1. Academic Programs: Nancy
   - Support for Graduate Program Director
   - Course Scheduling
   - Undergraduate and Graduate application processes
   - Graduate Assistantships and Fellowships
   - SIRS Evaluation Reports
   - PhD Journal Club
   - Course of Study Worksheets – student progress reports
   - Overrides, Independent Study and Extension Requests

2. Accounts: Grants, General Funds, and Post-Award
   A. Research/Grant Accounts
      - Subcontracts: Mary Ann and Jill
      - Professional Services Contracts: Mary Ann and Jill
      - Account reconciliation and account balances: Mary Ann and Jill
      - Salary redistributions: Mary Ann and Jill
      - Effort Reporting: Mary Ann
      - Progress reports: Mary Ann
      - Re-budgeting issues: Mary Ann
      - Grant closeout: Mary Ann
      - Research participant payments: research project staff
      - Cash advances: Mary Ann and Jill
   
   B. General Funds Accounts (Startups/Faculty Allocations/Salary Savings
      - Account setup: Mary Ann and Jill
      - Account reconciliation and account balances: Mary Ann and Jill

3. Building and Space: Linda
   - Building access and keys
   - Office space requests
   - Maintenance issues
   - Office setup and furniture purchases

4. Chair support: Jill
   - Chair calendar and appointments
   - PIE Meeting
   - Faculty Meeting
   - Faculty annual reviews
5. Committee Support
   - RPT Committee: Jill
   - Award Committee: Mary Ann
   - Student Recruitment Committee: Nancy
   - GPC and EBCC Committee: Nancy
   - Courtesy Committee: Linda, Madeleine

6. Conference Rooms (Central, West, East, 218)
   - Everyone has access and can reserve conference rooms
   - For instructions on how to schedule a conference room, contact Mark

7. HR/Payroll
   - Students, on-call, temps (hourly paid employees that require time sheets): Darcie
   - Faculty and Academic Staff: Jill and Mary Ann
   - Support Staff: Jill
   - Faculty summer salaries: Jill and Mary Ann
   - Employee onboarding: Jill
   - Performance Excellence Process for union support staff: Jill and Mary Ann

8. Information Technology
   - Website updates: Mark
   - Graphic design: Mark
   - Email lists and email setup: Mark and Linda
   - Computer or other tech related issues: Mark and Linda
   - Video/Zoom conferencing: Mark and Linda
   - All network data storage: Linda
   - Ordering computers, software, hardware and other tech equipment and supplies: Linda

9. Orders/Supplies:
   - Purchase Orders: Darcie
   - Credit card orders, MSU stores orders, and office supplies: Darcie

10. Reimbursements: Darcie
    - Out of pocket expense reimbursements such as memberships, subscriptions, books, research supplies
    - Meals purchased during faculty candidate visits or seminar speaker visits
11. Research Proposals/Pre-award: CHM Health Colleges Research Services, [https://hcrs.msu.edu/HCRS.Proposals@msu.edu](https://hcrs.msu.edu/HCRS.Proposals@msu.edu)
   - Budget preparation and proposal submission. This includes proposals when our dept is not the administrative unit.

12. Seminars: [Madeleine](mailto:Madeleine) and [Darcie](mailto:Darcie)
   - Seminar schedule: [Madeleine](mailto:Madeleine)
   - Speaker scheduling: [Madeleine](mailto:Madeleine)
   - Travel arrangements, honorariums and reimbursements: [Darcie](mailto:Darcie)
   - Seminar setup: [Darcie](mailto:Darcie)
   - Seminar flyers: [Mark](mailto:Mark)

13. Student Employees (Front desk student assistants): [students@epi.msu.edu](mailto:students@epi.msu.edu)
   - Copies/faxes
   - Mail pickup and distribution
   - Service requests for outgoing mail and packages
   - Assistance with department events – setup and cleanup.
   - Answer phones
   - Other duties as assigned and approved by [Linda](mailto:Linda)

   Requests that take more than 5 minutes (e.g. copying, getting articles, mailings, scanning, faxing, uploading to D2L) should go through Linda first. Email [students@epi.msu.edu](mailto:students@epi.msu.edu); Linda is on this list and will review requests and assign to students accordingly. Please plan ahead.

14. Telephone maintenance, training, long distance phone codes, orders and billing: [Linda](mailto:Linda)

15. Travel: [Darcie](mailto:Darcie)
   - Travel authorizations
   - Direct billed flights
   - Travel reimbursements (to be completed within 30 days of return)