Staff Duties and Responsibilities

DEPARTMENT OF
EPIDEMIOLOGY & BIOSTATISTICS
Department of Epidemiology & Biostatistics

Staff Duties and Responsibilities
(Updated 6/11/2019)

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: Jennifer
   - 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: Jennifer
   • GPC and EBCC Committee: Jennifer
   • Courtesy Committee: Jennifer, 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): Jill and Mary Ann
   • 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: Jill and Mary Ann
   • Credit card orders, MSU stores orders, and office supplies: Jill, Mary Ann, Linda

10. Reimbursements: Jill and Mary Ann
    • 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: Tina (Mary Ann is backup).
    • Budget preparation and proposal submission. This includes proposals when our dept is not the administrative unit.
• Biosketch-- faculty will need to edit as necessary for specific RFA. Faculty are responsible for updating Bio’s, but preaward staff will work with you to compile bio’s and letters of support for submission.
• Current and Pending (for JIT docs) Tina creates and sends to PI to update descriptions and review for completeness
• Budget justification is the PI responsibility

12. Seminars: Madeleine and Jill
• Seminar schedule: Madeleine
• Speaker scheduling: Madeleine
• Travel arrangements, honorariums and reimbursements: Jill
• Seminar setup: Jill
• Seminar flyers: Mark

13. Student Employees (Front desk student assistants): 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

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; 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

15. Travel: Jill and Mary Ann
• Travel authorizations
• Direct billed flights
• Travel reimbursements (to be completed within 30 days of return)