

## **Front Office Staff Job Duties**

### **EMillie Shephard**

- ◆ Administrative assistant to the Chair, Associate Chair and Assistant Chair
- ◆ Maintenances and repair coordinator for the chemistry buildings
- ◆ Building key manager
- ◆ Highlands in Chemistry seminar coordinator
- ◆ Maintain fixed assets records on banner
- ◆ Maintains records of items for surplus
- ◆ Copier maintenance and supplies
- ◆ Maintains departmental listservs
- ◆ Backup receptionist

### **Angie Kritak**

- ◆ Main office receptionist
- ◆ Schedules conference room
- ◆ Prepares classroom material for faculty
- ◆ Orders office and printer supplies
- ◆ Distributes mail
- ◆ Accounting assistant to the Business Manager (Stockroom)
- ◆ Monday-Friday 8:30am-3:30pm

### **Patty Angus**

- ◆ Travel reimbursements
- ◆ Safety training coordinator
- ◆ Backup main office receptionist
- ◆ Monday-Friday 10am-5pm

### **Naysim Chea (work study)**

- ◆ Assists main office reception from 3-5pm Monday-Friday
- ◆ Copies, prints, scans, faxes and types classroom materials.
- ◆ Files and sorts documents
- ◆ Assists other staff and faculty as needed