

**DEPARTMENT OF BIostatISTICS
ADMINISTRATIVE TEAM ROLES and RESPONSIBILITIES**

DEPARTMENT ADMINISTRATOR - Linda D. Stewart

FISCAL TEAM			SUPPORT STAFF TEAM				
Business Manager Donna Bock	Budget /Accounting Analyst WJ Cunningham	Staff Accountant TBN	Manager, Administrative Diane Kolb	Administrative Assistant III Sherry Stokes	Administrative Assistant I Eve Anderson	Student Worker(s)	
Fiscal Management Annual budget (BudgetPro) Year-end close Monthly financial reports Review all G/L reconciliations Deficit balance reports Sal equity review and recommendation Research reward distribution Center creates JE review Effort reports DOF development report (qtrly) OOR development report (qtrly) Develop Bus Objects reports Review/approve P/R transactions Collaboration Plans Budget/development Maintenance, reporting and Professional Exp recoupment Grants Management COEUS proposal development and submission PEER Pre-award budgeting Post-award monitoring and reporting FSRs, budget projections Progress reports (eSNAP) IT support fee Federal Restricted Support of DA/Chair Projects Reports Budgets Fiscal surveys	Payroll/HR New hire PAFs (faculty and staff) HR changes (ePAC) Effort changes (EDCs) Retroactive effort changes (RDCs) Budgeting for personnel shifts BA3 maintenance dbConnect updates of effort/HR changes Exempt time reports Check distribution Unrestricted Centers G/L reconciliations (104s) Labor distribution reports Discretionary fund reports Monitor budgets Submit rebudgeting requests JEs Oversee purchasing Review expenditures Monitor and collect LD changes Petty cash Monthly reports on teaching/ discretionary funds Course fee reconciliation G/L sign-off log Other duties as assigned Development Funds Professional expense tracking (by person) Recruitment and relocation tracking (by person) Report on categories for reimbursement by SOM Grants Management Other Support Alternative COEUS proposal development and submission Manage travel expense and reporting	Contract Facilitation Fiscal interpretation and processing Facilitate negotiations for industry contracts Invoicing and collecting Budgets and 1275s Coordinate subawards with collaborating institutions Annual contract renewals Restricted/Recharge Centers G/L reconciliations (304s,404s,904s) Monitor budgets (All) Submit rebudgeting requests Core maintenance (304s) Core invoicing (304s) Studio reconciliation (304s) Manage consulting (304s/404s) Develop and maintain hourly reporting mechanism for consulting (304s/404s) Develop and maintain A/R and invoice reporting mechanism VA/IPA development and invoicing (904s) Manage VA MOUs JEs Other duties as assigned Grants	Chair Support ASA nominations (annual) Graphics support* Communication liaison Maintain CV, Biosketch, Bios* Annual Perf Eval support* Legal support (doc prep)* Event RSVPs* Travel planning (detailed itineraries)* Membership renewals (ASA, etc)* Special event coordination (dinners, luncheons, sports) Article requests (library)* Draft Chair letters* (prepare drafts of correspondence) Special Seminars Special seminars* incoming faculty candidates not on Wednesday schedule Meeting itinerary preparation* Flyer creation/posting* Advertising* Faculty Recruitment PhD2 website maintenance* (includes posting materials, design o website, routine web maintenance) Offer letter preparation* OFA package submission* (draft Chair letter, etc.) Relocation coordination* Faculty Affairs Appointments, Reappts, Promos* FMLA processing (prepare letters independently for Chair review/signature) Annual salary letters Policy updates* (website design and updates) Education Support Short courses (Regression, et al)* FDA, CDC (teaching coordination)* IGP courses (teaching coordination)	Department Support ACCRE disclosures (annual) Commencement coordination* Various surveys & polls* (design, implementation and results formatting) All Dept Mtg agenda items* Coordinate dept guest visits* (Moons, Peelen, Efron, etc.) Mentor Biostatisticians* (clinics, seminars, processes) Clinic referrals* (work with potential collaborators on costs, webinfo, appropriate contacts) Policy updates for all dept* (ensure latest policies are posted on website for all dept & DA notification) Design, organization & notification of e-storage and archive sites* Conceptualize systems for streamlining processes in dept; implement Project Management Planning larger scale special events (ie 5 yr, useR! 2012)* ISCHEMIA Trial support* (web/tech support for NYU & Duke) JSM & ENAR recruitment manager* Design/layout for dept materials* (IGP courses, handout booklets) Telecommunications project mgr* (AT&T reception, voicemail resolution) Hallway e-display/monitor* (content accuracy, png file posts) NEW: Video & webconferencing* (capabilities for faculty requiring) (larger scale project - ongoing) Meetings R&R Committee (member) CQI Committee (member) PhD Search Committee (record action items, post on web, contact fac candidates/next steps) (* denotes works independently)	International Services Coordinate incoming employee Visas Maintain existing employee Visa status Permanent residency processing HR Management Staff Pre-hire Process Orientations Welcome packages Salary recommendations Offer letters Advertisements MS Search Committee Travel arrangements New Hire Set-ups ITS requests, door plates, badge process, desk set-ups, TWiki updates, key assignment, door access Request V-Net codes; phone adds/changes Staff Affairs PDQs PMFs Grant Support Biosketches Professor Support Teaching support Transcription Calendar management External seminar advertisements	Database Coordination dbConnect project updates Coordinate COEUS interface Ensure accuracy Graduate Studies Program Primary administrative support for development of new program Clinics Lunch orders Lunch deliveries Sign in sheets Department Support Mail distribution Track monthly telephone via spreadsheet (WJ/students) Kitchen supply maintenance (Webb's orders, stocking supplies) Plant Services / Work orders ITS requests Department Administrator Support Meeting support Purchasing Process requests for office supplies, books, etc. dbConnect entry Check requests, travel reports Conference Planning Locating/reserving rooms Vendor coordination Announcements Special Event Planning Coordinate rooms/food Registration support Invoicing Flyers, Twiki posting	Dept Library Management Update spreadsheet Deliver orders Department Support Copying Spreadsheet creation and maintenance Template creation and updates Chair Support Calendar management Seminars and Workshops TWiki postings Travel itinerary preparation Visitor special events Meeting itinerary preparation Flyer creation/posting Advertising

Annual Budget submission and year-round budget management
Staff supervision and team building
Annual Budget submission and year-round budget management
Manage research effort; coordinate with other departments
Privilege Management authority and signature authorization assignment
PAF responsibility and HD Executor in ePAC
G/L sign-off
Approval of all expense in restricted and unrestricted centers except Dupont R01 (Peggy Schuyler RN manages expense in R01)
COEUS proposal approval
Coordinate VUMC Community Survey and prepare action plan(s)
Coordinate annual performance evaluation system
Space assignment and annual space survey
Surveys