**Ayn**

Conference, travel support, TARs (spend authorizations and expense reimbursements)

Work orders

Issuing keys

Name tags and business cards

Reservations for state vehicle

Room reservations for meetings

Scanning and copying

Copier issues and maintenance

Ordering supplies for workrooms

Faculty support (full-time and adjunct faculty)

Request and review syllabi submissions

**Alex**

Research purchases for all faculty

Supports, Associate Dean of Academic Affairs (Julie Earles) and maintains her calendar

WHC events: Convocation, Symposium, and Medallion

WHC newsletter announcements

Social media posts

Website updates

Frevvo forms for thesis submission

**Anna**

Interfolio Administrator for Review, Promotion & Tenure and Sabbaticals

Human resources – faculty, staff, adjunct and student hires

Supports Dean (Justin Perry) and maintains his calendar

Faculty internal grants

Software purchases

Faculty, staff and student award nominations

Notary