**PSS Support Staff Roles**

**Cynthia Byars**

*Department Manager*

• Assist Coordinators of Instruction, Extension and Director of Graduate Studies

• Manage faculty distribution of effort (DOE)

• Assist with faculty tenure and promotion process and evaluations

• Compile various annual reports

• Assist with reviews and tracking of extension publications

• Chair support – meetings, approvals, etc.

* Building maintenance requests
* Equipment inventory
* Inventory property numbers for new and existing equipment
* Equipment location and tracking, including Off-Campus Equipment Requests
* Administrative support for Undergraduate and Graduate programs
* Manage visa requests and requirements for visiting scholars and students
* TA assignments and course schedules

**Emily Hill**

*PSS Human Resources Manager*

• Hiring

• Position Updates

• New Employee Onboarding and Separation Procedures

• Departmental contact for HR policy questions

• Departmental contact for Staff Performance Evaluation questions

• Graduate Students - GSAS Form

• Payroll

• Pay account distributions

• Staff - time sheets

* Post-doc appointments

**Zoë Womack**

*Administrative Assistant*

• Pre-travel forms, travel reservations, travel reimbursements (Concur)

* Building, Room and Departmental Vehicle Keys

• Manage PSS Social Media

• Event Support: invited seminar speakers, graduate student symposia, S.H. Phillips and Outstanding Alumnus, Department functions and meetings

• Reservations for PSB conference rooms, Cameron Williams and AGN N-224

• Create/assist/maintain PSS, IPSS, individual, lab, and group websites

• AGN Building PSS Support – mail, printers, copiers, and supplies

• Seminar speaker schedules/announcements/reimbursement

**Ellen Weisenhorn**

*Business Officer*

• Oversee all business and financial operations

* Handle all budgeting, forecasting, and reporting
* Complete JVs and Business Procedures Exceptions
* Approve all Concur reports for PSS accounts

• Department contact for grant expense management

* Distribute monthly account ledgers for gift, income, and fixed price residual accounts.
* Monthly reconciliations for all PSS accounts and grants

**Cheyenne Davis**

*Purchasing Specialist*

• Employee Reimbursements/PRDs

* Procard delegate/editor/send reminders (Concur)

• Receive and deposit all cash/checks including gifts

• Purchasing equipment and supplies that can’t be purchased with Procard

• Goods Confirmations - collects packing slips for punch out orders

• Process office supply orders through Office Depot

• Minor equipment data entry

**Bill Bruening**

*Surplus Property Specialist (UK and FEPP)*

• Assist with annual inventory of UK equipment (primarily North Farm)

• Processing/removal of UK and FEPP surplus equipment

**Jim Nelson**

*Facilities and Safety Specialist*

• Annual Department space inventory

• Work orders for campus facility repairs

• Facilitates campus space assignments/management

• Coordinates laboratory safety inspections

• Coordinates building safety training

**Sara Carter**

*Property & Facilities Specialist, North Farm*

• Monitors department vehicles and trailers

• Work orders for department vehicles

• Spindletop Farm Fuel Service

• Spindletop Farm Facilities - buildings, utilities, dryers

• Spindletop Farm Facilities - safety

**INFORMATION TECHNOLOGY**

**Shawn Simpson**

*IT Specialist, Plant Science and KTRDC*

• Creating AD accounts

• Internet connections

• Computer consulting, installation, repair, anti-virus

• Install UK site licensed software

• Install SAS software

• Graduate student laptop assignment

• Processing surplus computers

• Distance Learning

* Computer Systems Specifications Consultant/Procurement

**Brian Lauer**

*IT AGN, Seedhouse, Greenhouse and Spindletop Farm*

• Creating AD accounts

• Internet Connections

• Computer consulting, installation, repair, anti-virus,

• UK site licensed software

• SAS

• Graduate Student laptop assignment

• Processing surplus computers

* Web strategy and development
* Web Support
* Activating department web profile
* Help with using the Content Management System (CMS)
* Creation/help with custom web pages for individuals/labs/groups