

## SU Faculty Support – Fall 2020



There are four support staff members within the academic affairs area, who are designated specifically for faculty support. What you may not know is who these people are and/or how you might utilize their skills in the most effective and efficient manner possible. These persons are:

*Susie Bullock	Administrative Assistant - Faculty/Olin Building	FWO 219
*Kelly Lessard	Administrative Assistant - Faculty/Mood-Bridwell Building and Fondren-Jones Science Hall during summer months	MBH 225
*Laura Polanco	Administrative Assistant - Faculty/Fondren-Jones Science Hall	FJSH 104
*Kat Garza	Administrative Assistant - Faculty/Sarofim School of Fine Arts	FAC 135

One of the goals of this group is to provide better guidance to faculty members on the kinds of support services available and how these services may be requested. Below is a listing of the services available to faculty through various SU academic support persons. Please review this information and make note of how you can most effectively utilize these persons' skills and talents. Feel free to give Julie Cowley a call (x1720) if you have any questions.

### \*Susie Bullock – (on a 10-month appointment – approximately early August to early June)

- Provides support to faculty with offices in Olin Building - This may include mail merges, drafting of correspondence, assistance with semester course scheduling, report preparation (including Excel), typing/copying exams and syllabi, setting up filing systems, manual typewriting, formatting manuscripts, large photocopy jobs, working with Moodle, etc.
- Coordinates logistics for subset of faculty searches
- Assists faculty chairs with department/program matters
- Assists faculty with special projects, including lectures and guest speakers
- Database management/maintenance

### \*Kelly Lessard – (on a 12-month appointment)

- Provides support to faculty with offices in Mood-Bridwell Building - This may include mail merges, drafting of correspondence, assistance with semester course scheduling, report preparation (including Excel), typing/copying exams and syllabi, setting up filing systems, manual typewriting, formatting manuscripts, large photocopy jobs, etc.
- Coordinates logistics of subset of faculty searches
- Assists faculty chairs with department/program matters
- Assists faculty with special projects, including lectures and guest speakers
- Web-page development
- Database management/maintenance
- Coordinates faculty robe ordering
- Supports Fondren-Jones Science hall faculty during the summer months

### \*Laura Polanco – (on a 10-month appointment – approximately early August to early June)

- Provides support to faculty with offices in Fondren-Jones Science Hall - This may include mail merges, drafting of correspondence, assistance with semester course scheduling, report preparation (including Excel), typing/copying exams and syllabi, setting up filing systems, manual typewriting, formatting manuscripts, large photocopy jobs, etc.
- Database management/maintenance
- Coordinates logistics for subset of faculty searches
- Assists faculty chairs with department/program matters
- Assists faculty with special projects, including lectures and guest speakers

**\*Kat Garza – (on a 12-month appointment)**

- Provides support to the chairs of the departments in the School of Fine Arts (FAC) - This may include project support, mail merges, drafting of correspondence, assistance with semester course scheduling, report preparation (including Excel), typing/copying exams and syllabi, setting up filing systems, manual typewriting, formatting manuscripts, large photocopy jobs, etc.
- Provides similar support to Fine Arts faculty as time permits (this work should be coordinated through the department chairs). This may include scheduling scholarship auditions and portfolio reviews for Theatre, Music, and Art, correspondence to scholarship applicants and other prospective FA students, maintaining FA student files (degree plan, scholarship, performance programs), preparing student concert programs, and maintain/update FA web site, as needed.
- Coordinates logistics for subset of faculty searches

These support persons are here for your benefit. Do not hesitate to contact them for help. However, they do appreciate ample notice to complete the tasks requested, *especially* during the peak times of the semester. Faculty support staff offices are typically closed from 12:00-1:00 daily.

For your information, here are some examples of duties that are not appropriate requests of the administrative assistants: writing website content; creating web pages for faculty; grading student work; proctoring exams, including make-up exams; cleaning out the refrigerator, the coffee machine, the kitchen, running personal errands, etc. Please also keep in mind that when administrative assistants are asked to go off campus to pick up food, that means they are not available to assist your colleagues. Food delivery service should be used as much as possible and food-pick up should be requested sparingly.

**Computer/Clerical Support**

Word-processing is available for syllabi, exams, letters, class handouts, manuscripts, etc.

**Fax Machines**

Faculty members may use fax machines in Mood-Bridwell (863-1535), Olin (863-1846), Fondren-Jones (863-1696) and Fine Arts (863-1422). When you receive a fax, the appropriate staff support person will notify you. The Business Office fax machine is also available (863-5788).

**Typing Services**

Each staff support person has access to an electric typewriter. Faculty members with special forms that must be typed may submit their request to the appropriate person. Please ensure all materials to be typed are legible.

**Contact the Office of the Dean of the Faculty to arrange for other support options during the times administrative assistants may not available.**