

# DEPARTMENT SPECIALIST Orientation

COLLEGE OF ARTS & SCIENCES

**HELLO**

MY NAME IS

Denise Butler

Department of Africana Studies

Gerontology Institute

(from Chemistry)

**HELLO**

**MY NAME IS**

Lynda Bourne

Department of Anthropology  
(from Math & Stats)

**HELLO**

MY NAME IS

David Thompson

Department of Applied Linguistics & ESL

**HELLO**

**MY NAME IS**

*Katrina Joyner*  
*Department of Biology*

**HELLO**

MY NAME IS

*Cassandra Bunyan*

*Department of Chemistry*

**HELLO**

MY NAME IS

Faith LeFebvre

Department of Communication

**HELLO**

MY NAME IS

Tammie Dudley

Department of Computer Science



**HELLO**

MY NAME IS

*Celena Pittman*

*Creative Media Industries Institute  
(from Computer Science)*

**HELLO**

MY NAME IS

Heather Russel

Department of English

**HELLO**

MY NAME IS

*Julia Kirn*

*Department of Geosciences*

**HELLO**

MY NAME IS

Cristianna Mitchell

Department of History  
(from Psychology)

**HELLO**  
MY NAME IS

*Lauren Cooper*

*Department of Philosophy*

*Department of Religious Studies*

*Institute for Women's, Gender & Sexuality Studies*

**HELLO**

**MY NAME IS**

*Donna Hardaway*

*Department of Philosophy*

*Department of Religious Studies*

*Institute for Women's, Gender & Sexuality Studies*

**HELLO**

MY NAME IS

*Felicia Watts*

*Department of Physics & Astronomy*

**HELLO**

MY NAME IS

*Dee Sanders*

*Department of Political Science*



**HELLO**

MY NAME IS

Kadijah Marshall  
Department of Psychology

**HELLO**

MY NAME IS

Chantel DeLions

Department of Sociology  
(from Physics & Astronomy)



**Department of Africana Studies  
+ Gerontology Institute**

Denise Butler      Chemistry

**Department of Anthropology**

Lynda Bourne      Math & Stats

**Department of Applied Linguistics & ESL**

David Thompson      Applied Linguistics & ESL

**Department of Biology**

Katrina Joyner      Biology

**Department of Chemistry**

Cassandra Bunyan      Chemistry

**Department of Communication**

Faith LeFebvre      Communication

**Department of Computer Science**

Tammie Dudley      Computer Science

**Creative Media Industries Institute**

Celena Pittman      Computer Science

**Department of English**

Heather Russel      English

**Department of Geosciences**

Julia Kim      Geosciences

**Department of History**

Cristianna Mitchell      Psychology

**Department of Philosophy**

**+ Department of Religious Studies**

**+ Institute for Women's, Gender & Sexuality Studies**

Lauren Cooper      Philosophy/Religious Studies

Donna Hardaway      Philosophy/Religious Studies

**Department of Physics & Astronomy**

Felicia Watts      Physics & Astronomy

**Department of Political Science**

Dee Sanders      Political Science

**Department of Psychology**

Kadijah Marshall      Psychology

**Department of Sociology**

Chantel DeLions      Physics & Astronomy

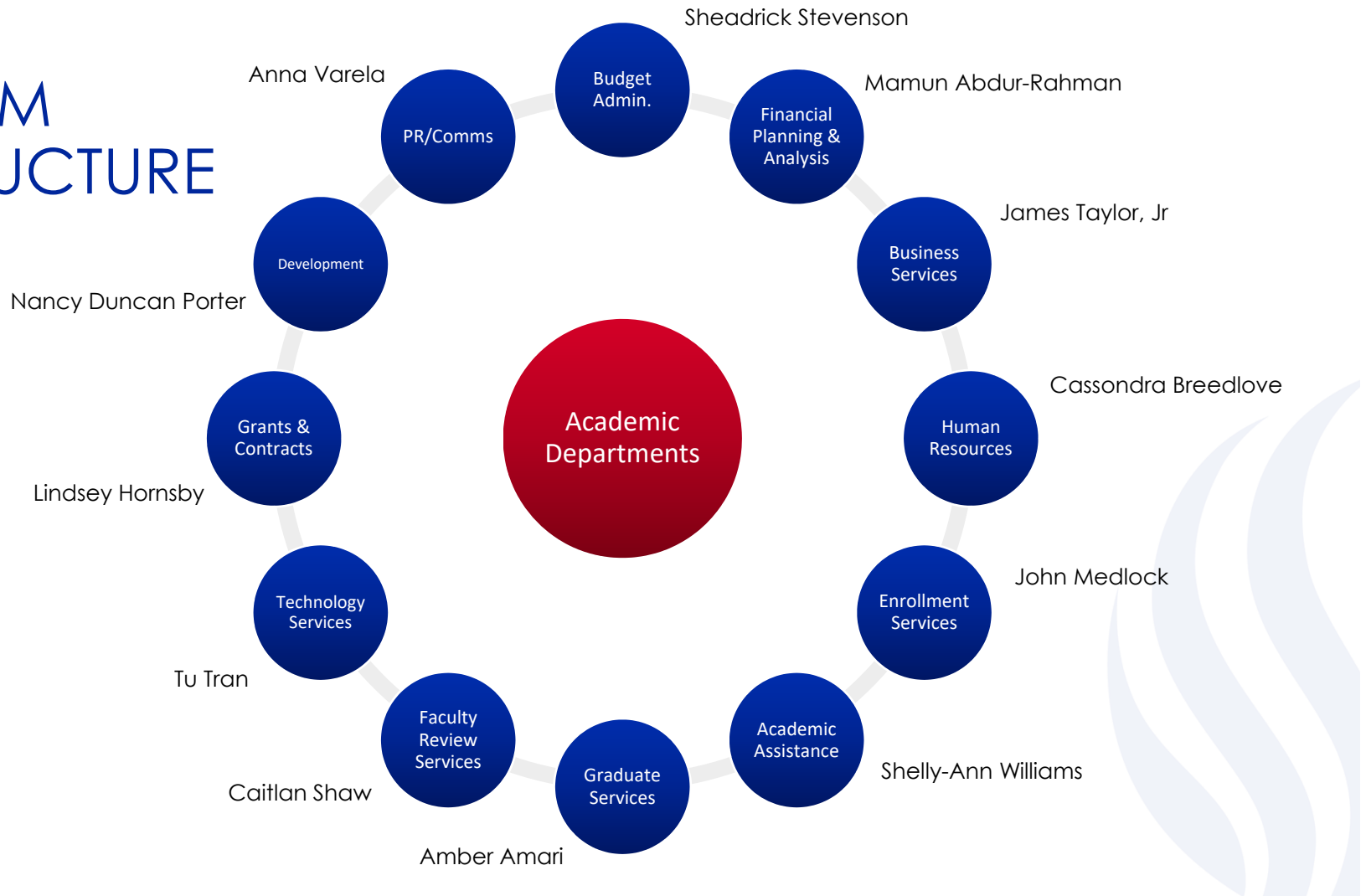
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## DEPARTMENTS WITH VACANCIES

- Department of Mathematics & Statistics
- Neuroscience Institute
- Department of World Languages & Cultures
- Dean's Office

# TEAM STRUCTURE



# POSITION OVERVIEW

## Daily/Weekly

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- Greet/direct visitors
- Support dept chair
- Assist w/grad research and teaching appts
- Supervise, approve time for student assistants
- Meeting support
- Schedule dept mtg/classroom spaces
- Purchase supplies (PantherMart Shopper)
- Collect documentation and route requests for reimbursement, payment, purchase to Business Services team
- Print materials
- Student Listserv

## Monthly

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- Event support (e.g., student engagement)
- Submit tickets for updates to dept website
- Practicum/internship coordination
- Office equipment maintenance
- Independent contractor/consultant hiring (e.g., guest speakers)

## Semester

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- Supports dept data collection and records
- Supports dept student organizations
- Coordinates student awards and scholarships within the dept
- Special dept certificates
- Exchange program support



## NOT RESPONSIBLE FOR:

- P-cards
- PO, Voucher management
- Change order management
- Course permissions

## CHANGES TO ACCESS:

- Spectrum
- Banner
- Slate

## TBD:


- Communications
- Department-specific tasks in support of department chair





## RETURN TO CAMPUS


- COVID-19 alternative work arrangements expire June 30, 2021
- Employees should return to campus July 1, 2021
- Department specialists work 100% on campus; will reassess after fall 2021

- 
- Vaccines available on campus, free of charge
  - If vaccinated: no mask required, no social distancing
  - If not vaccinated: masks and social distancing strongly encouraged
  - Vaccines not required; cannot ask if someone has been vaccinated
- 





## RETURN TO CAMPUS

- Staff will return to their existing offices/computers on campus
  - We are working with department chairs to identify new workspace for department specialists changing departments
  - Start transitioning back to campus in June
  - Visit your on-campus workspace in June to test technology, make sure everything is functional
  - Return to campus transition complete by July 1
  - Flexibility until August 1, recognizing summer arrangements for caregivers are in flux
  - Dean's office conducting college-wide analyses of both staff office space and computers/technology
- 



## ONBOARDING PLAN

- **Attend June webinars** (or watch recordings if you can't attend)
- Meet with your department chair(s)
- Attend staff launch meeting (TBA)
- Attend July Learning & Development series
- Future department specialist meetings/trainings
- Microsoft Teams collaboration space
- Buddy system





## LEADING TO LAUNCH WEBINAR SERIES

Faculty Review Services	Thurs, June 3, 1pm (recording posted)
Department Specialists	Thurs, June 10, 1:30pm
OAA	Fri, June 11, 2:30pm
Human Resources	Mon, June 14, 1pm
Enrollment Services	Wed, June 16, 3pm
Graduate Services	Thurs, June 17, 1pm
Business Services	Wed, June 23, 2:30pm
Budget Administration + Financial Planning & Analysis	Thurs, June 24, 1pm
PPGRA	TBA





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# LEARNING & DEVELOPMENT TRAINING SERIES

Introductory Session	Tues, July 13, 10am
Communication	Wed, July 14, 9am
Customer Service	Wed, July 21, 9am
Change Management	Wed, July 28, 9am





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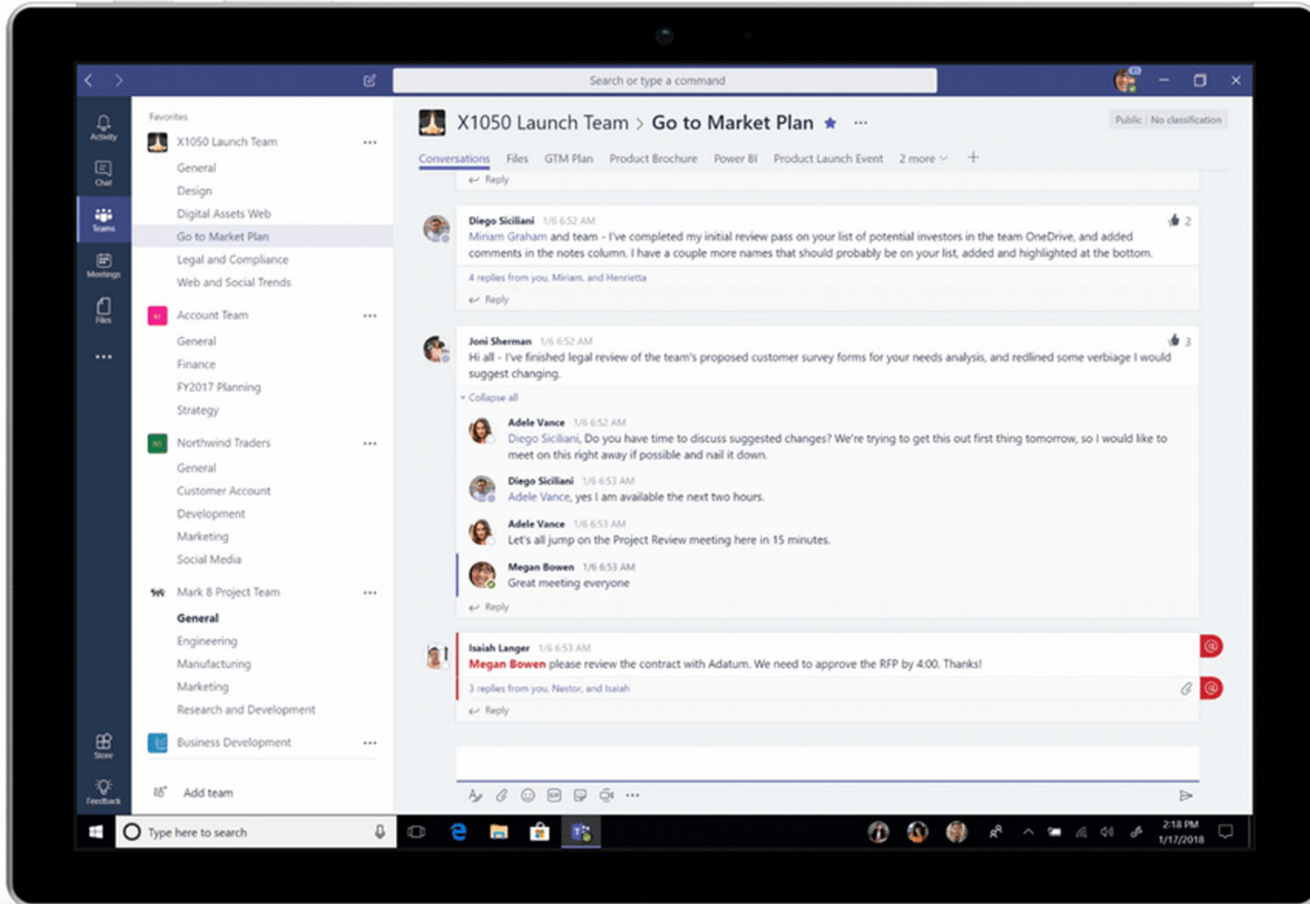




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Search or type a command

**X1050 Launch Team > Go to Market Plan** Public | No classification

Conversations Files GTM Plan Product Brochure Power BI Product Launch Event 2 more +

Reply

**Diego Siciliani** 1/6 6:52 AM  
Miriam Graham and team - I've completed my initial review pass on your list of potential investors in the team OneDrive, and added comments in the notes column. I have a couple more names that should probably be on your list, added and highlighted at the bottom.  
4 replies from you, Miriam, and Henrietta  
Reply

**Joni Sherman** 1/6 6:52 AM  
Hi all - I've finished legal review of the team's proposed customer survey forms for your needs analysis, and redlined some verbiage I would suggest changing.  
Collapse all

**Adele Vance** 1/6 6:52 AM  
Diego Siciliani, Do you have time to discuss suggested changes? We're trying to get this out first thing tomorrow, so I would like to meet on this right away if possible and nail it down.

**Diego Siciliani** 1/6 6:53 AM  
Adele Vance, yes I am available the next two hours.

**Adele Vance** 1/6 6:53 AM  
Let's all jump on the Project Review meeting here in 15 minutes.

**Megan Bowen** 1/6 6:53 AM  
Great meeting everyone  
Reply

**Isiah Langer** 1/6 6:53 AM  
**Megan Bowen** please review the contract with Adatum. We need to approve the RFP by 4:00. Thanks!  
3 replies from you, Nestor, and Isiah  
Reply

Type here to search

2:18 PM 1/17/2018



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# Q&A

*Please use 'raise hand' feature or type question into the chat*

# WE'RE HERE TO SUPPORT YOU!

<b>John Augusto</b>	Dean's Office	<a href="mailto:jaugusto@gsu.edu">jaugusto@gsu.edu</a>
<b>Justin Lilly</b>	Dean's Office	<a href="mailto:lilly@gsu.edu">lilly@gsu.edu</a>
<b>Cassandra Breedlove</b>	Human Resources	<a href="mailto:cbreedlove@gsu.edu">cbreedlove@gsu.edu</a>
<b>Sheadrick Stevenson</b>	Budget Administration	<a href="mailto:sstevenson@gsu.edu">sstevenson@gsu.edu</a>
<b>James Taylor, Jr</b>	Business Services	<a href="mailto:jtaylor3@gsu.edu">jtaylor3@gsu.edu</a>
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<b>Anna Varela</b>	PR/Communications	<a href="mailto:avarela@gsu.edu">avarela@gsu.edu</a>
<b>Nancy Duncan Porter</b>	Development	<a href="mailto:nduncanporter@gsu.edu">nduncanporter@gsu.edu</a>

*We're also available via Teams*

