

PART FIVE: ROLES AND CONTACT DETAILS OF STAFF

ALL STAFF CAN BE REACHED AT anthrostaff@northwestern.edu. It's always good to send things here so you will be sure someone will get it even if the person normally responsible is out of the office. Or, if you don't know who to contact.

VISIT OUR DEPARTMENT'S RESOURCES PAGE AT <http://www.anthropology.northwestern.edu/about/resources.html> for all kinds of useful information, particularly, financial forms, policies, etc. We want to improve this page so please be sure to let us know if there are additions you think would be useful.

WHO TO CONTACT:

Nancy Hickey—Business Administrator

The business administrator manages department staff and all aspects of department administration, assisting the department chair. She serves as the liaison between the department and the Weinberg Dean's Office, and appropriate Northwestern departments, for grant administration, financials, payroll, human resources, and teaching commitments. She is the administrator for faculty searches and hiring, short-term appointments, promotions and tenure, research appointments and visas, and can also serve as backup on other administrative tasks in the department. She works with the Chair and Dean's Office on planning and budgeting, and provides monthly financial statements to department faculty as well as graduate students with university-managed outside grants. She provides support to the chair and communications, overseeing distribution of information within the department, managing website maintenance and the departmental email account, as well as managing/maintaining the chair's calendar. You can check with Nancy for any administrative question. She can either help or connect you to help.

Tracy Tohtz—Graduate Program and Operations Coordinator

Tracy works on anything graduate related. She is the first point of contact for graduate students, prospective students and department faculty who have questions or need assistance. She will answer, assist or direct the individual to those answers. These often include information on TGS policy & requirements, enrollment, department permission numbers, specific contacts in the Graduate school, appropriate web pages across the university and to other staff members. On graduate matters, please start with Tracy first.

Tracy works as the graduate program administrator by processing graduate applications, tracking & data entry on all graduate student funding including University Fellowships (UF), Teaching Assistantships (TA), Research Assistantships (RA), External Fellowships (Fulbright, Ford, ACLS Mellon...), Conference Travel Grants (CTG), Presidential Fellowship nominations (PF) and other TGS administered competitions. She also administers the following on behalf of TGS: .tuition scholarships, external award supplements, health insurance, visa submission (in consultation with the International Office) and activity fee waivers Tracy handles the administrative tasks and paperwork needed from program application submission through degree awarding. Within university systems (CollegeNET Admissions and Recruitment system, CAESAR, the Graduate Student Tracking System), she records TGS & Departmental requirements, TGS milestones, TGS forms & paperwork, student contact information and all funding details while keeping apprised of TGS policy. Tracy also maintains the Graduate pages on the Anthropology Department web and assists the Director of Graduate Study (DGS). Please send any group or messages to be forwarded to graduate students to Tracy to forward. This allows her to specifically direct messages to all grads, or just to the most appropriate individuals, while cutting down on duplicates and overload.

Tracy works as the department Operations Coordinator in consultation with Nancy. Some of these responsibilities include tasks related to Facilities Management including general building requests, custodial issues, special projects, building emergencies/evacuation plans, equipment recycling and departmental safety issues. She maintains the department supplies in the supply closet placing orders for any of these items and also small equipment purchases. She works with Nancy on the annual space survey. She backs up Sarena on ordering and maintaining records for departmental Keys. Tracy is the work-study student supervisor managing their time and department projects. Please send all work-study projects and requests to her.

Kulsum Virmani—Undergraduate Program Assistant

As undergraduate program assistant, Kulsum coordinates the administrative functions of our undergraduate program and provides support to our Director of Undergraduate Studies and Undergraduate Advisor. This includes scheduling advising appointments, guiding students through the process of declaring a major or minor, assisting students with registration and pre-registration, petitions to graduate and other undergraduate events. She also manages the department's undergraduate database.

As course coordinator, Kulsum coordinates all courses under the Anthropology umbrella (including School of Professional Studies and Summer Session), including course descriptions, room assignments, scheduling compliance, teaching times, exams scheduling and book orders. She also works with Nancy on annual teaching commitments. Please remember: the teaching schedule for the next quarter is due within a few days of the start of the current quarter.

Kulsum also serves as departmental events coordinator (together with other staff as needed), and receptionist.

Kulsum can also serve as backup on some financial transactions in Will's absence.

Sarena Duncan—Accounting Specialist

The Accounting Specialist helps faculty and graduate students understand Northwestern compliance policies when planning a research or conference trip. She processes department financial transactions, including cash advances and expense reimbursements, visitor expense reports, vouchers for purchases, payment of honoraria, and more. With Nancy, she keeps track of funds and spending so that faculty and graduate students know the amount of funding available to them.

Sarena guides individuals through the purchasing process regarding possible Northwestern vendors or the use of the department procurement card. She assists in ordering, and keeping track of, department computers and printers. She can also provide tax-exempt forms.

In addition, Sarena manages department keys and produces the annual newsletter.

Sarena can also back up Kulsum for undergraduate permission numbers and appointment scheduling, and reception.

**

All staff members are able to update the department website. We are also constantly cross-training so that we can cover needs even if someone is out of the office. Don't hesitate to contact us at anthrostaff@northwestern.edu.

Work Studies & Shared Responsibilities

As often as possible during the school year, the department employs work-study aides to provide basic clerical services to the community. Work-studies are positioned in the department lounge in receptionist capacities, where they will be able to answer questions, trouble-shoot, and assist with small projects.

These tasks typically include mail or publicity distribution, printing & copying, BASIC technological support, filing, maintaining the google calendar space schedule, etc. Please Tracy if you need work-study assistance. She will work with you to schedule & delegate projects appropriately. If your work is ongoing and/or requires dedicated attention or special skills, Tracy can work with you to hire a temporary assistant or work-study when appropriate.