

Administrative Support Guide

Who can assist me?

Each task below is assigned to the following person who can help you:

Viola Bryant	3-4888	ymbryant@mail.wvu.edu
Program Assistant	3-4887	
Vicki Snively	3-4950	vicki.snively@mail.wvu.edu

Administrative assistance.....	Viola
Administrative assistance specific to grants.....	Vicki
Bids/bidding process assistance.....	Viola
Budget development for grants.....	Vicki
Building maintenance/repair requests.....	Viola
Colloquium arrangements	Viola
Conference room use requests.....	Viola
Course buyout.....	Vicki
Course conflicts issues for students.....	Program Assistant/Viola
Course scheduling w/facilities planning.....	Viola
Course transfer questions.....	Program Assistant/Viola
Current research funding balances.....	Vicki
Event planning.....	Viola
Faculty files.....	Viola
Faculty requests for special classroom use.....	Viola
Faculty search tasks.....	Viola
FedEx shipments.....	Viola
Gant funding string information.....	Vicki
Graduate student procedures/paperwork.....	Program Assistant/Viola
Graduate student records.....	Program Assistant/Viola
Grant closeout.....	Vicki
Grant extensions/no cost extensions.....	Vicki
Grant proposal assistance.....	Vicki
Guest arrangements.....	Viola
Incentive Pay.....	Vicki
Large cost (>\$5,000) purchases.....	Viola
Late Registration.....	Program Assistant/Viola
New Employee Processing.....	Viola
Office structure questions.....	Viola

Can't find what you are looking for? Ask Viola.

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Office supplies.....	Program Assistant/Viola
Parking permit issues.....	Program Assistant/Viola
Payroll for GRA's.....	Vicki
Payroll for GTA's and student workers.....	Program Assistant/Viola
Pcard questions/paperwork.....	Program Assistant/Viola
Promotion and tenure.....	Viola
Purchase orders.....	Viola
Qualifying examinations.....	Viola
Research Corp. liaison	Vicki
Reimbursement requests.....	Viola
Research dollars related.....	Vicki
Room access.....	Viola
Student drop-add issues.....	Program Assistant/Viola
Student registration.....	Program Assistant/Viola
Supervision of office staff.....	Viola
Teaching assistant contracts.....	Viola
Teaching schedule questions.....	Viola
Travel for faculty/staff/students.....	Program Assistant/Viola
Travel for guests.....	Viola
Tuition waivers.....	Viola
Video Infostations.....	Viola
Visiting/prospective student assistance.....	Viola
Work requests for building maintenance.....	Viola
Work study students.....	Viola
Work visas.....	Viola

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