

Administrative Support Guide

Who can assist me?

Viola Bryant	3-4888	ymbryant@mail.wvu.edu
Miranda Heitz	3-4887	miranda.heiz@mail.wvu.edu
Vicki Snively	3-4950	vicki.snively@mail.wvu.edu

Administrative assistance.....	Viola
Administrative assistance specific to grants.....	Vicki
Building maintenance/repair requests.....	Miranda
Colloquium arrangements	Viola
Conference room and 25Live reservations.....	Miranda/Viola
Course buyout.....	Vicki
Course scheduling w/facilities planning.....	Miranda/Viola
Event planning.....	Viola
Faculty search tasks.....	Viola
FedEx and other shipments.....	Miranda
Graduate student records/DegreeWorks/Graduation.....	Viola
Grants (budget development, proposals, funding strings, extensions, closeout)...	Vicki
Guest arrangements.....	Viola
Incentive Pay.....	Vicki
Large purchases/bidding process/sole source.....	Viola
Employee Processing.....	Viola
Office supplies.....	Miranda
Parking permits.....	Miranda
Payroll - GRA's.....	Vicki
Payroll – GTA's and student workers.....	Viola
Pcard questions/paperwork.....	Miranda/Viola
Promotion and tenure.....	Viola
Registration Issues.....	Miranda/Viola
Reimbursement requests.....	Miranda/Viola
Room access (offices and labs).....	Miranda
Teaching schedule questions.....	Miranda/Viola
Travel.....	Miranda/Viola
Travel for guests.....	Viola
Tuition waivers.....	Viola
Visas.....	Viola
Visiting Scholars.....	Viola
Work study students.....	Viola

Looking for something not on the list? Ask Viola or Miranda.