Administrative Support Guide

Who can assist me?

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

Viola Bryant  3-4888 vmbryant@mail.wvu.edu
Sherry Puskar  3-4887 sharon.puskar@mail.wvu.edu
Vicki Snively  3-4950 vicki.snively@mail.wvu.edu

Administrative assistance…………………………………………………...…Viola
Administrative assistance specific to grants………………………………..Vicki
Assembling/collating exams help……………………………………………Sherry
Association/membership dues………………………………………………..Viola
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…………………………………………………………………Viola
Course conflicts issues for students…………………………………………Sherry
Course scheduling w/facilities planning………………………………………Sherry
Course transfer questions……………………………………………………Sherry
Current research funding balances…………………………………………Vicki
Event planning…………………………………………………………………Viola
Faculty files……………………………………………………………………..Viola
Faculty requests for special classroom use…………………………………Sherry
Faculty search tasks……………………………………………………………..Viola
FedEx shipments………………………………………………………………Viola
Gant funding string information………………………………………………Vicki
Grade reports……………………………………………………………………Sherry
Graduate student procedures/paperwork……………………………………Sherry
Graduate student records……………………………………………………..Sherry
Grant closeout…………………………………………………………………Vicki
Grant extensions/no cost extensions………………………………………..Vicki
Grant proposal assistance…………………………………………………...Vicki
Grant questions and inquiries………………………………………………Vicki

Can’t find what you are looking for? Ask Viola.
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Who can assist me?

Guest arrangements................................................................. Viola
Incentive Pay................................................................. Vicki
Large cost (> $5000) purchases.............................................. Viola
Late registration................................................................. Sherry
New employee processing...................................................... Viola
Office structure questions...................................................... Viola
Office supplies................................................................. Viola
Parking permit issues............................................................ Sherry
Payroll for GRA’s................................................................. Vicki
Payroll for GTA’s and student workers..................................... Viola
Pcard questions/paperwork...................................................... Viola
Promotion and tenure............................................................ Viola
Purchase orders................................................................. Viola
Qualifying examinations........................................................ Sherry
Research Corp. liaison........................................................... Vicki
Reimbursement requests........................................................ Viola
Research dollars related......................................................... Vicki
Room access................................................................. Viola
Student drop-add issues......................................................... Sherry
Student registration............................................................. Sherry
Supervision of office staff...................................................... Viola
Teaching assistant contracts.................................................... Viola
Teaching schedule questions.................................................... Viola
Travel for faculty/staff/students................................................ Viola
Travel for guests............................................................... Viola
Tuition waivers............................................................... Viola
Tutoring information.......................................................... Sherry
Undergraduate student records............................................... Sherry
Video Info stations............................................................ Viola
Visiting/prospective student assistance...................................... Sherry
Work requests for building maintenance.................................. Viola
Work study students............................................................ Viola
Work visas............................................................... Viola

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