

Department Administrator Responsibilities

Student Assistance	Semester Preparation and Routine		Personnel Administration	Event/Program Coordination/Participation		Budget
Answering Course Queries	Course Tally Creation	Work Study/ Studio Assistant Supervision*	Adjunct Instructor Appointment	Faculty Meetings	Visiting Speakers*	Department Budget Administration
College Protocol Advising	Syllabi Coordination	Report Creation	New Adjunct/ Full-Time Faculty Orientation	Student Meetings	Competition Submissions*	Annual Budget Request Preparation
Scheduling Meetings With the Chair	Calendar Management	Digital Archive + LUNA Uploads	Faculty Pay Confirmation	Recruitment Events	Workshops*	Development Fund Request Preparation
Student Concerns	Blackboard/ Social Media Administration	Materials Ordering	Evaluation Coordination	Commencement	Travel*	Visiting Artist Fund Request Preparation
	Student List Creation	Records Maintenance	Contract Worker/Model Coordination*	Student Reviews	Sponsored Project* Administration	
	Student Mentor Assignments	Facility Coordination		Annual Student Exhibition	Related Program* Administration	
	Faculty Concerns			Other Exhibitions*		

*as applicable