

**Departmental Chair**  
**Andrew W. Maverick**

**Kelly Pitre Small**  
*Budget, Office Management, Proposal Prep, Grant Reconciliation*  
*Position is backed up by Dr. Maverick and James*

**James Brown**  
*Building Coordinator*  
*Property and Space Inventory*  
*Website Content*  
*Backs up the Assistant to the Chair*  
*Position is backed up by Vickie*

**Amy Commander**  
*Human Resources*  
*Payroll and Leave*  
*Position is backed up by*  
*Vickie and Kelly*

**Genell Bodoin**  
*Accounting Supervisor*  
*OOTS Database Manager*  
*Large Purchase Orders, Petty Cash*  
*Position is backed up by Norma and Melina*

**Vickie Tate Thornton**  
*Maintains Chair's calendar*  
*Coordinates Faculty Searches,*  
*Coordinates Teacher Evaluations,*  
*Corrals Information for Surveys,*  
*Backs up HR Coordinator*  
*Assistant Building Coordinator*  
*Administrative Support for the Chair, Assistant to*  
*the Chair, and Building Coordinator*  
*Position is backed up by Kim*

**Tim Hallin**  
*Troubleshooting*  
*Computer User Support*  
*Position is backed up by Bob*

**Norma James**  
*Foundation Check Requests and Deposits*  
*LaCarte Credit Card Purchases*  
*Petty Cash and all Travel*  
*Position is backed up by Genell*

**Robert Zinn**  
*Maintains Departmental Servers*  
*General Computer Support*  
*Position is backed up by Tim*

**Melina Phillip**  
*Internal Transactions - NMR Billing, Mass Spec*  
*and Stock Room Billing*  
*Direct Charges – non credit card purchases*  
*Purchase Orders*  
*Departmental Transactions – Deposits*  
*Position is backed up by Genell*

**Kim Mollere**  
*Departmental Receptionist*  
*Keys, mailboxes*  
*Copier Codes,*  
*Seminar Organization,*  
*Room Reservations,*  
*Equipment checkout*  
*Position is backed up by Vickie*

**Benn Fowler**  
*Shipping and Receiving*  
*Position is backed up by James*

**Chemistry Department**

Administrative Support Staff  
August 2009