

WHO DOES WHAT IN THE S.O.M.?

ISSUE/TOPIC	WHO HANDLES IT
Account #'s	Karen
Advisor Holds	Emily/Susie/Karen
Alumni Updates/Info	Caroline
Annual Reports	Emily
Brochures	Design/content/reorders/bulk usage requests – Caroline Every day distribution – Susie & Emily
Budget/Payments/All Deposits	Karen
Bulletin Boards	SOM managed boards and displays - Caroline PAC student boards - Susie RSL student boards - Emily
Building Hours/Access	Caroline
Building Maintenance Requests	RSL – Karen/Emily PAC - Susie
Bulk Mail	Caroline
Business Cards	Karen
Calendar of Events	Caroline
Candidates/Searches	Karen
Computer Issues	CHFA Tech – general chfatech@uni.edu Jack.Miller@uni.edu – Oracle
Concert/Recital Programs (creating new programs)	Caroline
Copies of Past Concert Programs	PAC Office - Susie
Displays in RSL	Design/content/restart - Caroline Major technical issues/programming - CHFA Tech
E-mail Events Announcements (Music Notes)	Caroline
Equipment Request List	Karen
Equipment Inventory	Caroline
Faculty Schedules (per semester; create notebooks)	Susie
Festival Coordination	Registrations, parking, mailings, tracking \$ - Susie/Karen PR, brochure/program design, scheduling - Caroline
Football Tickets (faculty)	Susie
Furniture/Office Equipment Requests	Russell - Karen PAC - Susie
Guest Artist Contracts & Payments	Karen
Instrument Rental	Student GA marching band (request name from Susie or Karen)
Job Postings/Student Job Postings	Karen
John Vallentine's Calendar	Emily (Back-up Karen and Susie)
Keys	Susie

Large Ensemble/Large Ensemble Tours/Conductor's Secretary	Susie
Large Ensemble Recruiting Mailings	Susie
Lockers	Susie
Mailing Lists	Caroline
Marching Band	Susie
NASM Reports	Karen & Emily
Office Supplies	PAC – Susie RSL – Emily/Karen
Personal Action Forms (PAFs)	Faculty, Staff & Special Comp. - Karen Graduate Assistants - Emily
Phone List Distribution	Emily
Phone Requests (new) & Phone Relocation Requests	Karen
Pianos/Tunings	David Dunn
Posters/Flyers	Caroline
Press Releases	Caroline
Receptions	Caroline
Recruiting	General mailings, new requests - Susie Process & research - Caroline
Registrations (classes)	Emily & Susie
Request for Pay/Cash Advance	Karen
SBC (Scholarship Benefit Concert)	Concert/reception coordination, student organization volunteers, tickets, PR – Caroline Special Donor requests & foundation deposits - Susie
Scheduling	Events, rehearsals, festivals, juries, perf. Halls - Caroline Classes, finals - Emily
Spotlight Series Concerts/Brochure	Caroline
Student Assessments	Emily (Back-up Susie)
Student Recitals	Scheduling - Caroline Degree crediting - Emily
Syllabi (faculty submissions)	Susie
Tickets to Concerts	Caroline
Tour Coordination	Susie/Caroline
Travel Authorization/Reimbursements	Karen
UNI Online/MyUNiverse News	Caroline
Website	Caroline