

Who can help me?



College of Education
and Behavioral Sciences

Administrative Service Center Staff

BUSINESS OPERATIONS MANAGER—DEIDRE SCHAFFER

OFFICE: MCK 129 PHONE: 970-351-1464 EMAIL: Deidra.Schaeffer@unco.edu	<ul style="list-style-type: none">✓ Budget Manager✓ Evaluation Coordination (Eval Kit)✓ Coordinate Academic Support (for College ASCs)✓ Enrollment Analysis and Course Scheduling✓ Verify Faculty Workload and Overload	<ul style="list-style-type: none">✓ FLAC Payroll System✓ Monitor and Transfer Research Incentive funds✓ Communication with Leadership team✓ Approval Queue setup and approvals✓ Accreditation Support as needed✓ Scheduling CUE✓ Digital Measures, workflows for faculty evaluations
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ACCOUNTING SPECIALIST—KEYLEIGH GURNEY

OFFICE: MCK 131 PHONE: 970-351-2807 EMAIL: Keyleigh.Gurney@unco.edu	<ul style="list-style-type: none">✓ Accreditation Support as needed✓ Building Coordinator✓ Catering and Alcohol Approval Form (Submitted by host)✓ Check/ACH Requests✓ Contracts: (Sales, Proposals, Intergovernmental, MOU)✓ Deposits✓ Electronic Intermural Orders (EIO)✓ Fiscal year end closing✓ Fund balance questions✓ Gift/Prize/Award Purchases	<ul style="list-style-type: none">✓ Independent Contractor Agreements (ICAs)✓ Journal Entries✓ Moving Expenses (part of Onboarding)✓ P-Card Coordination✓ Photocopier✓ Accounting/Maintenance✓ Professional Development Spending (Including start-up funds)✓ Purchase Orders/invoices✓ Supplies Ordering Assistance (Not STE or PSC/DML)✓ Travel Authorizations & Reimbursements
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HUMAN RESOURCES SPECIALIST—EDIE DOLBEN

OFFICE: MCK 119 PHONE: 970-351-3561 EMAIL: Edie.Dolben@unco.edu	<ul style="list-style-type: none">✓ Record/System Maintenance✓ Employee Agreements & Contracts (FLAC)✓ Search Administration✓ Hiring Process & On-boarding	<ul style="list-style-type: none">✓ Employee Support✓ Promotion, Tenure, Sabbatical tracking✓ Maintain Personnel Files✓ Accreditation Support as needed
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COMMUNICATIONS SPECIALIST—RACHEL EHNERT

OFFICE: MCK 126 PHONE: EMAIL: Rachel.Ehnert@unco.edu	<ul style="list-style-type: none">✓ Campus communication✓ Co-Event Planning (marketing/communications, internal and external)✓ Event calendar entries/promotions at university-level	<ul style="list-style-type: none">✓ Faculty, Staff, and Student Communications✓ Deans' office and department webpages (excluding catalog)✓ Social Media Coordination✓ Unit communications✓ Building digital
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Student & Faculty Support Staff

UNDERGRADUATE STUDENT FACULTY SUPPORT SPECIALIST—SUE ALLEN

OFFICE: MCK 126 PHONE: 970-351-3559 EMAIL: Susan.Allen@unco.edu	<ul style="list-style-type: none">✓ Course scheduling for UG:<ul style="list-style-type: none">○ ASL/INTR○ UG SPED and GOAL○ PSY○ STE✓ UG Canvas access support	<ul style="list-style-type: none">✓ UG Student Support✓ UG Faculty Support✓ UG conference room scheduling✓ Second Deans' office contact✓ UG record maintenance as needed✓ Accreditation Support as needed <p><i>*UG= undergraduate</i></p>
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GRADUATE SUPPORT SPECIALIST—CHEYENNE HASSEBROCK

OFFICE: MCK 251 PHONE: 970-351-2727 EMAIL: Cheyenne.Hassebrock@unco.edu	<ul style="list-style-type: none">✓ Course scheduling for GRAD:<ul style="list-style-type: none">○ APCE/UNIV101○ SPSY○ SRM/STAT 150○ TASL○ GRAD SPED✓ GRAD Canvas access support✓ Psychological Services Clinic Support✓ GA/TA Contracting, funding, on-boarding✓ Graduate course override support	<ul style="list-style-type: none">✓ GRAD Student Support✓ GRAD Faculty Support✓ GRAD conference room scheduling✓ Student Outreach✓ GRAD record maintenance✓ Accreditation Support as needed✓ Diagnostic Materials Library support.✓ Graduate Advisor changes✓ Graduate Comprehensive Examination Support <p><i>*GRAD= Graduate</i></p>
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STUDENT AND FACULTY SUPPORT SPECIALIST—NORMA PECORARO

OFFICE: MCK 126 PHONE: 970-351-3529 EMAIL: Norma.Pecoraro@unco.edu	<ul style="list-style-type: none">✓ Deans Office reception✓ Administrative Support to CEBS✓ <u>Dean, Associate Dean support:</u><ul style="list-style-type: none">○ Dean's meeting support○ ASC meeting support○ Donor Letters✓ Tointon Institute Support✓ Accreditation support as needed	<ul style="list-style-type: none">✓ Back up Building Coordinator✓ First main office contact✓ Curriculum workflow✓ Co-event planner (OFF/organizer)✓ Hire, train, and supervise work study students in the Deans office✓ McKee 127 conference room scheduling
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College of Education
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Educator Preparation Support Staff

EDUCATOR PREPARATION SPECIALIST—CHRIS SANDIFER

<u>OFFICE:</u> MCK 213B <u>PHONE:</u> 970-351-1623 <u>EMAIL:</u> Chris.sandifer@unco.edu	<ul style="list-style-type: none">✓ Accreditation/ compliance✓ Ed Prep program support✓ New Hire Paperwork (final approval still goes to HR specialist)	<ul style="list-style-type: none">✓ Mileage reimbursement (final approval still goes through Accounting Specialist)
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EDUCATION PREPARATION FIELD PLACEMENT OFFICIER—CHERYL SPARKS

<u>OFFICE:</u> MCK 209 <u>PHONE:</u> 970-351-4716 <u>EMAIL:</u> Cheryl.sparks@unco.edu	<ul style="list-style-type: none">✓ Teacher candidate placement (not SPED)✓ Live text field placement management	<ul style="list-style-type: none">✓ PEC Support✓ Field supervision support✓ Mentor Teacher Compensation credits
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FIELD PLACEMENT OFFICER SPED—JACKIE DAVIS

<u>OFFICE:</u> MCK 0039 <u>PHONE:</u> 970-351-2359 <u>EMAIL:</u> Jackie.Davis@unco.edu	<ul style="list-style-type: none">✓ Teacher candidate placement (SPED)✓ Process field experience, student teaching and practicum applications for SPED<ul style="list-style-type: none">○ Generalist undergraduate○ Generalist graduate○ Early Childhood special Education○ Deaf/hard of hearing✓ Create and maintain partnerships between district/schools/mentor teachers for student placement.	<ul style="list-style-type: none">✓ Recruit and retain University Supervisors to work with field experience, student teaching and practicum✓ Maintain Canvas courses, monitor and grade DB and submit final grades.<ul style="list-style-type: none">○ EDSE 444○ EDSE 693✓ Process compensation for mentor students in SPED Undergraduate and graduate
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