JOB DUTY MATRIX

FLORIDA A&M UNIVERSITY | SCHOOL OF ARCHITECTURE & ENGINEERING TECHNOLOGY

Tasks					I										
					Director BS Elec/Robotics	D			Q	Sr.	~	R	ч		
			D	Di	ecto	Director BArch MArch	D	Registrar (Deirdre)	Outreach Coord (Stacy)	Sr. Adm Assist. (Sandra)	Acad Support (Tina)	Receptionist (Marlon)	FYSE Adv. (Sharlene)	ΓI	Shop Coord (Mike)
		As	Director BS Arch	Director BS Const	or E	tor	Director MSFM	gist	acl	lm	p D	pti	ΕA	IT Director (Pat))p (
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					CS					$\mathbf{\hat{\mathbf{v}}}$					1
 Primary Secondary 															
University Committees															
Undergraduate Appeals															
Graduate Appeals															
Academic Policy															
Curriculum															
Student Success															
Tenure & Promotion															
ILAC															
UPARC															
Faculty Senate															
Recruitment Data Council															
Orientation															
Degree Certification Workgroup															
SAP															
Simple Syllabi Workgroup															
SAET Committees															
Faculty Search															
Undergrad Council															
Grad Council															
SAET Student Org Advisor															
SAET Culture															
UG Grade Appeals						ļ			ļ			ļ	<u> </u>		
Graduate & Professional Grade Appeals					ļ				ļ			ļ	<u> </u>		
UG Prerequisite Appeals	 														
Grad & Professional Prerequisite Appeals	Ļ				<u> </u>	•	•					<u> </u>			
End of Year Awards						•									
Facilities															
Curriculum Management						<u> </u>						<u> </u>			
Faculty Assignment Non-Profes ARC						-									
Faculty Assignment Prof ARC	 			-											
Faculty Assignment Construction		•													
Faculty Assignment Elect/Robotics	 						-								
Faculty Assignment MSFM	 		-		<u> </u>										
Class location & Limits (All)		•							<u> </u>						
Complete Autogen	 														
Route Autogen	 									-					
New Faculty iRattler Credential			-	-		-	-				-				
CANVAS Course Builder Liaison								l							Ĺ

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			<u>D</u> :	Di	octo	Director BArch MArch	Ð	Registrar (Deirdre)	Outreach Coord (Stacy)	Ac	Acad Support (Tina)	Receptionist (Marlon)	FYSE Adv. (Sharlene)	ΓI	Shop Coord (Mike)
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 Primary Secondary 															
Online Course Conversions															
Syllabi Check	:														
Course Outcome Monitor (Accreditation)															
Faculty Staff Development															
Faculty Travel	[
Notifications FAMU Training		1			1	1	1	1	1				1		
Notifications Faculty Interest		1													
Notifications Staff Interest		1													
Publications / Conferences															
Distribute Semester Calendars	_														
AOR Drafts															
IRD Reporting										-					
Equipment Acquisition											-				
Software Acquisition														Ĭ	
Faculty / Staff Tech Training														-	
	, –									-					
Public Relations															
Host / Reception Forward Requests for:															
BS Arch Curriculum Info															
BS Construction Curriculum Info															
BS Elec/Robotics Curriculum Info															
BArch / MArch Curriculum Info															
MSFM Curriculum Info															
Request for Proposals							_								
Requests for Design Assistance															
Requests for Student Hire															
Requests for Faculty Participation															
Coord. SAET Advisory Board		1													
Fund Raising / Development					1	1			1		1				
Design Marketing & Promotion Materia		1	1	1	† – – –		1		† – – –	1	1	1	1	1	
Plan Marketing & Promotion Events		1	1	1			1	<u> </u>		1	1		1		
Plan SAET Receptions / Luncheons		1	1	1			1	<u> </u>			1	–	1		
Schedule Outside Jurists / Student Crits		1								—					
Arrange Corporate Presentations		1			-	-	-								
		+													
Archivist (photos, news, honors, etc.)							1	1		1	1		1		1
Archivist (photos, news, honors, etc.) Social Media Coordinator															
Social Media Coordinator	-	•							•						
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Tasks													[<u> </u>
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 Primary Secondary 															
Alumni Affairs															
Maintain Alumni Database															
SAET Graduate Exit Employment Survey															
SAET Graduate Exit Additional Ed Survey															
SAET Newsletter Editor						<u> </u>									<u> </u>
SAET Newsletter Contributor						ļ								<u> </u>	<u> </u>
SAET Newsletter Distributor						ļ				ļ				 	┣──
Coordinate SAET Alumni Fund Raisers														<u> </u>	└──
Plan SAET Lecturers & Guest Critics														<u> </u>	└──
Select & Train Recruitment Ambassadors															<u> </u>
Plan SAET Job Shadowing / Externships														┣	<u> </u>
			-										-		
SAET Financial Management															<u> </u>
Budget Management										•					ļ
General Bookkeeping										•				-	
Foundation Accounts Title III Accounts & C&G Accounts										•					
TA's & Expense Reports Purchase Orders															
Requisitions			-			-							-		<u> </u>
Faculty Contracts			-			-							-		<u> </u>
Faculty Leave														-	
Staff Leave														-	
Student Contracts															
Student Contracts															
Building Management															<u> </u>
Reception / Host	1														<u> </u>
Report Maintenance Issues	ł			1	1		1		1	1		Í		1	<u> </u>
Prep Maintenance Tickets / work orders						1						•		1	
Reserve Spaces-Outside M-F, 9-5														1	
Electronic Key Officer														1	
Mail and Supply Clerk															
Maintain Vendor List															
Receive Deliveries	1			1	1	l	1		1	1				1	<u> </u>
Maintain Inventory of all Equipment	1			1	1	l	1		1	1		1			
Maintain Inventory of all Software	1			1	1	l	1		1	1		1			
Inventory of Specialized Furniture	1			1	1	1	1		1	1		1			
Arrange Training High Power Equipment	ĺ			Ì	Ì	1	Ì		İ	İ		İ	1	İ	٠
Oversee Lab Spaces / Equipment Use															٠
Fab Lab Instructor/Manager															

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			D	D	ect	Director BArch MArch	н	Re	Outreach Coord (Stacy)	Sr. Adm Assist. (Sandra)	Acad Support (Tina)	Receptionist (Marlon)	FYSE Adv. (Sharlene)	Г	Sh
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 Primary Secondary 															
Student Recruitment															
Develop Annual Recruitment Plan															
Create Annual Budget															
Distribute Monthly Report (admission)		-													
Material Design															
Material Ordering															
Material Inventory	1	1							Ĭ						
Devel/Maintain Articulation Agreements	1														
Develop/Maintain MOU's	+														
Attend FAMU Career Fairs	1	-				-					_		<u> </u>		
Plan & Attend High School Visits															
Plan & Attend JUCO Visits															
Plan & Host JUCO Open House															
Professional & Grad College Visits				•	•										
Hosting Visitors						-									
Develop & Maintain Contact Database															
Produce Correspondence	-														<u> </u>
Send Correspondence	-														<u> </u>
Contact Alums to shadow applicants									-						<u> </u>
Contact Alums to shadow applicants															<u> </u>
Admission	-														
Contact all applicants (month, 1)	-														<u> </u>
Follow up all applicants (month, 15)															
Contact all Admits (month, 30)															
Resolve Incomplete UG Applications			•	•	-	•	-								
Follow up Contact Admits (month, 1)	┼───	+								-					
Scholarship Offers (month, 15)	┼───									+	+				
Resolve Incomplete BArch Applications	┼───	•			-	-	-						<u> </u>		
Resolve Incomplete Grad Applications	┼───					<u> </u>							<u> </u>		
Tabulate BArch GPA	──														
Tabulate MArch GPA	──														
Tabulate MArch GPA Tabulate MS GPA	──														
Complete BArch Admission Image Now	──														
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Complete Grad Admission College Net Tabulate 3 rd Year Admission	<u> </u>										-				
	<u> </u>							-							
Mail Acceptance Letter ARC 3 rd Year	──														ļ
Mail Acceptance Letter Under Grad	──											-			
Mail Acceptance Letter BArch	──														
Mail Acceptance Letter MArch	──														
Mail Acceptance Letter MS	L														

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Deimany Casendary					.										
 Primary Secondary New Student Orientation 															
Attend Spring Preview															
Attend Spring Preview Attend Orientation Sessions				•											
Attend Orientation Sessions Attend Fall Preview				•	•										
				•	•				•			-	•		
Attend Transfer Orientation				•	•			-							
Prepare Transfer Students Enroll Packets				•	•					 					
Coordinate Welcome SAET Undergrad								+	•						
Prepare New UG Enroll Packets															
Coordinate BArch & MArch Orientation								<u> </u>							
Prep New BArch & MArch Enroll Packets					ļ			 							
Coordinate MSFM Orientation															
Prep New MSFM Enroll Packets															
Academic Advisement															
Grad Students' Complaint Registration															
UG Students' Complaint Registration															
Coordinate Lower Division Acd Adv															
Lower Division Advisor													•		
Upper Division Advisor															
Evaluate Transfer Credits															
Route Transfer Credit Forms															
BARCH Advisor						٠									
MARCH Advisor															
MSFM Advisor															
Maintain SAET Student Records															
Enrollment Officer (s)															
UG Curriculum Update															
BArch/MArch Curriculum Update								1							
MSFM Curriculum Update		Ĭ		1		-		1							
University Catalog Cord.		•		1			-	1							
University Website Cord.								1							
Transient Advisor		-		1	<u> </u>										
			-	-				-	-	-	-				
COOP, Minor Advisor															
UG FM Advisor															
OPT/CPT Advisor			+	+				+	+	+	+				
SAP Advisor		•													
Collect Signatures & Route COM															
Process & Route COM								-							
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Col Excused UG Absences send to Dean		<u> </u>									-				

Tasks															
TUSKS					Director BS Elec/Robotics	D			Q	Sr.	~	R	ч		
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					SS)					
 Primary Secondary 															
Student Financial Aid															
Troubleshoot UG FA Issues															
Troubleshoot Grad FA Issues															
Financial Aid Application Assist															
Complete Grad Aid Packet															
Process Student Contracts															
Review Aid Packet Compliance															
Allocation UG ARC OCR															
Allocation LAC															
Allocation Title III Awards															
Allocation Graduate Assistantships															
Allocation Graduate Fellowships															
Allocation Foundation Awards															
Allocation Private Awards															
Allocation Research Grant Awards															
Title III Record Keeping															<u> </u>
Student Travel / Field Trips															<u> </u>
Graduate Workers Supervisor															
Undergrad & Work Study Supervisor															
End of Year Awards Selection															
End of Year Award Monetary															
End of Year Award Medals															
End of Year Award Certificates															
Post Notices / Calendar															
Post Outside Scholarships Notices												•			1
Post Internships															ļ
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Graduation Services															<u> </u>
Undergrad Certification															
B Arch/MArch Certification															<u> </u>
MS FM Certification				-				-			-				
Prep UG Course Exceptions						-					•				
Prep B Arch/MArch Course Exceptions															
Prep MSFM Course Exceptions															
Route Course Exception Forms															<u> </u>
Collect Exit Surveys															
Employment Surveys															
Graduation List Verification															
Distribute Relevant Posts to Alumni															L