JOB DUTY MATRIX

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

Legend: ● = Primary · ○ = Secondary

Tasks	Dean	Assoc Dean	Director BS Arch	Director BS Const	Director BS Elec/Robotics	Director BArch MArch	Director MSFM	Registrar (Deirdre)	Outreach Coord (Stacy)	Sr. Adm Assist. (Sandra)	Acad Support (Tina)	Receptionist (Marlon)	FYSE Adv. (Sharlene)	IT Director (Pat)	Shop Coord (Mike)
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		●	●	●	●										
Graduate & Professional Grade Appeals		●				●	●								
UG Prerequisite Appeals		○	●	●	●										
Grad & Professional Prerequisite Appeals		○				●	●								
End of Year Awards	●		●	●	●	●	●								
Facilities	●		●	●	●	●						○		●	●
Curriculum Management															
Faculty Assignment Non-Profes ARC		○	●												
Faculty Assignment Prof ARC		○				●									
Faculty Assignment Construction		○		●											
Faculty Assignment Elect/Robotics		○			●										
Faculty Assignment MSFM		○					●								
Class location & Limits (All)		●	○	○	○	○	○								
Complete Autogen		●										○			
Route Autogen											●				
New Faculty iRattler Credential										●					
CANVAS Course Builder Liaison		●	○	○	○	○	○					●			

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● Primary ● Secondary															
Online Course Conversions	🔵	🔴	🔵	🔵	🔵	🔵	🔵								
Syllabi Check		🔵	🔴	🔴	🔴	🔴	🔴								
Course Outcome Monitor (Accreditation)	🔵		🔵	🔴	🔴	🔴	🔴								
Faculty Staff Development															
Faculty Travel										🔴					
Notifications FAMU Training												🔴			
Notifications Faculty Interest												🔴			
Notifications Staff Interest												🔴			
Publications / Conferences	🔵														
Distribute Semester Calendars												🔴			
AOR Drafts										🔴					
IRD Reporting											🔴				
Equipment Acquisition														🔴	
Software Acquisition	🔵													🔴	
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	🔴														
Fund Raising / Development	🔴														
Design Marketing & Promotion Material	🔴														
Plan Marketing & Promotion Events	🔴								🔵			🔵			
Plan SAET Receptions / Luncheons	🔵										🔴				
Schedule Outside Jurists / Student Crits	🔵		🔴	🔴	🔴	🔴	🔴								
Arrange Corporate Presentations	🔴											🔵			
Archivist (photos, news, honors, etc.)	🔴														
Social Media Coordinator		🔴							🔴						
Post relevant info to FAMU Info												🔴			

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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	●	●													
SAET Newsletter Contributor															
SAET Newsletter Distributor									●			●			
Coordinate SAET Alumni Fund Raisers															
Plan SAET Lecturers & Guest Critics															
Select & Train Recruitment Ambassadors		●							●						
Plan SAET Job Shadowing / Externships		●		●	●	●	●		●						
SAET Financial Management															
Budget Management										●					
General Bookkeeping										●					
Foundation Accounts										●					
Title III Accounts & C&G Accounts										●					
TA's & Expense Reports										●					
Purchase Orders										●					
Requisitions										●					
Faculty Contracts										●					
Faculty Leave										●					
Staff Leave										●					
Student Contracts										●					
Building Management															
Reception / Host												●			
Report Maintenance Issues												●			
Prep Maintenance Tickets / work orders												●			
Reserve Spaces-Outside M-F, 9-5												●			
Electronic Key Officer												●			
Mail and Supply Clerk												●			
Maintain Vendor List												●			
Receive Deliveries												●			
Maintain Inventory of all Equipment														●	●
Maintain Inventory of all Software														●	●
Inventory of Specialized Furniture														●	●
Arrange Training High Power Equipment															●
Oversee Lab Spaces / Equipment Use															●
Fab Lab Instructor/Manager														●	●

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● Primary ● Secondary															
Student Recruitment															
Develop Annual Recruitment Plan		B							R						
Create Annual Budget		B							R						
Distribute Monthly Report (admission)									R						
Material Design	R								B						
Material Ordering									B	R		B			
Material Inventory									R						
Devel/Maintain Articulation Agreements		B	R	R	R	R	R								
Develop/Maintain MOU's		B	R	R	R	R	R		B		B				
Attend FAMU Career Fairs									R						
Plan & Attend High School Visits			B	B	B				R						
Plan & Attend JUCO Visits			B	B	B				R						
Plan & Host JUCO Open House		B	B	B	B				R						
Professional & Grad College Visits						R	R		R		B				
Hosting Visitors									R						
Develop & Maintain Contact Database									R			B			
Produce Correspondence									R			B			
Send Correspondence									B			R			
Contact Alums to shadow applicants	R											B			
Admission															
Contact all applicants (month, 1)			R	R	R	R	R								
Follow up all applicants (month, 15)			R	R	R	R	R								
Contact all Admits (month, 30)			R	R	R	R	R								
Resolve Incomplete UG Applications										B	R	B			
Follow up Contact Admits (month, 1)			R	R	R	R	R								
Scholarship Offers (month, 15)		R	B	B	B	B	B								
Resolve Incomplete BArch Applications											R				
Resolve Incomplete Grad Applications											R				
Tabulate BArch GPA											R				
Tabulate MArch GPA											R				
Tabulate MS GPA											R				
Complete BArch Admission Image Now											R				
Complete Grad Admission College Net											R				
Tabulate 3rd Year Admission								R							
Mail Acceptance Letter ARC 3rd Year											R	B			
Mail Acceptance Letter Under Grad											R	B			
Mail Acceptance Letter BArch											R				
Mail Acceptance Letter MArch											R				
Mail Acceptance Letter MS											R				

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● Primary ● Secondary															
New Student Orientation															
Attend Spring Preview			●	●	●				●			●	●		
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						●					●				
Prep New BArch & MArch Enroll Packets						●					●				
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						●									
MARCH Advisor						●									
MSFM Advisor							●								
Maintain SAET Student Records								●			●	●			
Enrollment Officer (s)								●							
UG Curriculum Update		●	●	●	●										
BArch/MArch Curriculum Update		●				●									
MSFM Curriculum Update		●					●								
University Catalog Cord.		●													
University Website Cord.		●													
Transient Advisor								●					●		
COOP, Minor Advisor													●		
UG FM Advisor							●								
OPT/CPT Advisor		●													
SAP Advisor													●		
Collect Signatures & Route COM								●					●		
Process & Route COM		●									●				
Col Excused UG Absences send to Dean											●				

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🔴 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										🔴					
Student Travel / Field Trips										🔴		🔵			
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												🔴			
Post Internships												🔴			
Graduation Services															
Undergrad Certification								🔴							
B Arch/MArch Certification								🔴							
MS FM Certification								🔴							
Prep UG Course Exceptions			🔴	🔴	🔴			🔵				🔵			
Prep B Arch/MArch Course Exceptions						🔴		🔵				🔵			
Prep MSFM Course Exceptions							🔴	🔵				🔵			
Route Course Exception Forms												🔴			
Collect Exit Surveys												🔴			
Employment Surveys												🔴			
Graduation List Verification								🔴				🔵			
Distribute Relevant Posts to Alumni												🔴			