

1.6 Roles and Responsibilities

Information

The following list of department administrative roles and responsibilities is intended to help you quickly familiarize yourself with the Jackson School administrative staff. This includes:

- **Office of Academic Services (OAS)** – 1st floor
- **Business Office** – 4th floor
- **Computing Services** – 4th floor
- **Finance Office** – 4th floor

Title	Role	Responsibilities	Name
Office of Academic Services (OAS)			
Director	Oversees the Office of Academic Services	▪ Director of International Studies (General) B.A. Program ▪ Coordination of academic programs and curriculum, including changes to degree programs and development of new courses ▪ Undergraduate advising, primary curriculum contact for: <i>International Studies (General)</i>	Wolf Latsch latsch@uw.edu THO 111

Assistant Director Lead Undergraduate Advisor	Assists with Office of Academic Services management Undergraduate advising	- Undergraduate advising, primary curriculum contact for the following B.A. programs: <i>Asian Studies,</i> <i>Comparative Religion,</i> <i>Jewish Studies,</i> <i>Canadian Studies</i> - Undergraduate student records and graduation issues - Study Abroad issues, including advising and credit evaluation - Liaison to UW Registrar, especially for DARS issues (degree auditing)	Linda Iltis iltis@uw.edu THO 111
Undergraduate Advisor	Undergraduate advising	- Undergraduate advising, primary curriculum contact for the following B.A. programs: <i>European Studies, Latin American & Caribbean Studies (LACS)</i> - Primary adviser and curriculum contact for undergraduate minor programs - Planning and coordinating JSIS Convocation (departmental graduation ceremony)	Joni Marts jmarts@uw.edu THO 111
Graduate Advisor and Admissions Manager	Graduate program admissions, graduate advising and curriculum (2-year MA programs and PhD)	- Academic planning and counseling for graduate students in all 2-year MA programs and PhD program - Graduate programs promotion and recruitment - Management of graduate admissions process - Graduate academic records and graduation issues - Liaison with APSIA (Association of	Sonja Garrett THO 116

		Professional School in International Affairs)	
Director of Fellowships	FLAS Fellowships administration and advising JSIS fellowships and scholarships process	- Administration and advising for the <i>Foreign Language and Area Studies</i> (FLAS) fellowships - Primary contact for JSIS fellowships/scholarships system and process	Robyn Davis rlDavis@uw.edu THO 126
Director of Career Services and Alumni Relations	Manages the JSIS Career Services Office Oversees JSIS alumni relations	- Career advising and programming on internationally-focused career exploration - Professional development and job search - Graduate school preparation - Alumni engagement and external relations	John Charlton jcharltn@uw.edu THO 124
Program Coordinator	Coordination of International Studies (General) Program and Task Force	- Administrative support for the International Studies (General) B.A. Program and the Center for Global Studies (CGS) - Coordination and planning of <i>Task Force Program</i> (undergraduate capstone projects)	Lauren Dobrovolny ldobro@uw.edu THO 111
Program Coordinator	Academic Services Office Manager	- Coordination of JSIS course offerings and time schedule - Management of OAS front office - Management of OAS work study students	Hidaat Ephrem hephrem@uw.edu THO 111
Business Office			
Director	Oversees and approves all JSIS business.		Reşat Kasaba kasaba@uw.edu THO 406

Manager	Manages day to day operations of Business office for over 100 department employees.	▪ Office administrative operations, processes and staff ▪ Department human resources for staff and faculty ▪ Space planning and office assignments, and other matters concerning department operations ▪ Thomson Hall building coordinator ▪ Assists JSIS Director with special projects ▪ Coordinates faculty, Chairs/Directors and all-staff meetings ▪ Welcomes new employee questions regarding UW HR policies and procedures or other HR-related matters, problems with office space or ergonomic issues, or to report a problem with the building or custodial services	Toni Read readme@uw.edu THO 406
Coordinator	Reception and office administration	▪ Manages Director's calendar ▪ Mail ▪ Orders office supplies ▪ Work space and keys ▪ Copier/fax, telecommunications, department equipment (non-computer) ▪ Storage	Kevin Swantek kswantek@uw.edu THO 400
Director of Communications	Department level communications	▪ Public and media relations and general marketing and communications. Coordinates content for department external facing communications such as website, JSIS	Monique Thormann thormm@uw.edu THO 424

		newsletter, and social media. - Partners with programs and centers for promotion about newsworthy events, courses, students, alumni, and faculty. - Employee questions or concerns about UW and Jackson School messaging, branding and communications resources; website content; social media; event promotion; and other marketing-related materials	
Payroll Specialist	Payroll Administration	- Payroll information and administration - Hiring and separation processes and paperwork (for all employees and student employees) - Timekeeping administration	Kaitlyn Li xql@uw.edu THO 408
Computing Services			
Director	Manages all department technology	- JSIS servers, workstations, laptops, printers, and conference room equipment. - Assists staff and faculty navigate the UW's IT infrastructure (email, web, etc). Supervise database and JSIS web development. - Any and all computer or technology related issues or questions.	Mark Haslam haslam@uw.edu THO 407
Web Designer	Manages department website	- Overall department website administration - Website design and structure - Advises staff on best practices, formatting and	Jeremy Pritchard jdpritch@uw.edu THO 407

		content management for individual pages Assists in web content administration as needed per program/center	
Database Manager	Department-wide database administration	Manages department specific databases such as for FLAS information	Donald Craig rhomboid@uw.edu THO 407
Finance Office			
Administrator	Business office financial operations and processes	- Oversees business office financial staff, and processes for account creations, permissions and approvals - Responsible of overseeing department compliance with university policies, and state and federal rules and regulations, and is department contact for University all financial matters including the University's Central Offices	Dvorah Oppenheimer dvorah@uw.edu THO 401
Fiscal Specialist	Payables	- Processes payables for vendors, guests, faculty, students and staff including: honoraria, expenses (non-travel) - Process CTA (travel and lodging) - ProCard payments	Jim Anderson jamesa25@uw.edu THO 405A
Grants Manager	Grants Process Oversight and advising	- All questions related to grants (with the exception of Title VI funding - please refer those questions to Dvorah Oppenheimer) - Supports faculty through the end-to-end grant application and post-award process - Provides day-to-day administrative and budgetary management	Sarah Guthu guthu@uw.edu THO 405B

Travel specialist		Can direct you to information regarding business-related travel policies, government regulations for travel domestically and internationally, visiting and foreign guest visa requirements and reimbursements, etc. (Does not make travel arrangements.)	Diane Scillo dscillo@uw.edu THO 405A
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Version History	Date	Change Summary	Author(s)
1.00	August 9, 2016	Initial Version	Ellen Eskenazi
2.00	August 16, 2016	Added Content	Ellen Eskenazi
3.00	September 1, 2016	Final Version	Jasmine Gonzalez