JEWISH STUDIES
Serling Institute for Jewish Studies and Modern Israel

Functional Team Support

OFFICE OPERATIONS
Michelle Danaj danajmic@msu.edu
- Director administrative support
- Ordering supplies
- Guest travel and event support
- Cashnet

Help navigating Functional Teams

FINANCE
Viki Townsend-Gietzel gietzel@msu.edu

Finance Team Primary Contact
- General (GA, GS), FAS Professional Development (GT), Startup (GE), Gift (RN), Endowment (RH, RT), Designated (D), Plant (P) accounts

Additional Finance Support
- External Research, Contracts & Grants (RC): Marianne Triponi triponi@msu.edu
- Internal Grants (RG, HARPS): Sherry Stevens danners@msu.edu
- Pre-Award: Barb Miller bmiller@msu.edu
- Reimbursements, Purchase Orders, Invoices: calfin@msu.edu

HUMAN RESOURCES
Ashley Housler housler@msu.edu

Academic HR
- Hiring, Reappointments, I-9s
- Change of Status/Leaves/Termination
- Faculty Searches

HR Team Primary Contact for
- RPT, Specialists Continuing, Designation B
- Student hires and payroll
- Outside work for pay
- Overload and additional payments.

ACADEMIC OPERATIONS
Rhonda Hibbitt hibbit@msu.edu
- Undergraduate Program
- Fellowships and Scholarships
- Campus Solutions
- Work Copy
- Schedule Change Support

FUNCTIONAL TEAM LEADS
Penny Shanks shankspe@msu.edu
Carly Ensign ensignca@msu.edu
Melissa Staub staubmel@msu.edu
Leann Dalimonte dalimon8@msu.edu

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