

# WRITING CENTER, RED CEDAR

## Functional Team Support

### OFFICE OPERATIONS

**Diana Shank** shankd@msu.edu

- Director administrative support
- Ordering supplies
- Guest travel and event support
- Cashnet

Help navigating Functional Teams



### FINANCE

**Joy Franks** franksj@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, ecommerce

#### 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 bmillier@msu.edu
- Reimbursements, Purchase Orders, Invoices: calfin@msu.edu

### HUMAN RESOURCES

**Angela Hunt** huntaj@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

**Melissa Arthurton** arthurt1@msu.edu



- Graduate student (TA/RA) hiring and appointments
- Fellowships and Scholarships

### FUNCTIONAL TEAM LEADS



**Penny Shanks**

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Office Operations



**Carly Ensign**

ensignca@msu.edu  
Finance



**Melissa Staub**

staubmel@msu.edu  
HR



**Leann Dalimonte**

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Academic Operations