UNDERGRADUATE STUDIES

Functional Team Support

OFFICE OPERATIONS
Carly Kabel kablecar@msu.edu
- Associate Dean and Director administrative support
- Ordering supplies
- Guest travel and event support
- Cashnet

Help navigating Functional Teams

FINANCE
Amanda Brohman brohmana@msu.edu
Finance Team Primary Contact
- General (GA, GS), PAS 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
Sarah Jackson jacks835@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
Leann Dalimonte dalimon8@msu.edu
- Academic Administrative Support
- College Data Manager
- College Curriculum Manager
- College Administrative Access

FUNCTIONAL TEAM LEADS

Penny Shanks shankspe@msu.edu Office Operations
Carly Ensign ensignca@msu.edu Finance
Melissa Staub staubmel@msu.edu HR
Leann Dalimonte dalimon8@msu.edu Academic Operations