

ENGLISH LANGUAGE CENTER

Functional Team Support

OFFICE OPERATIONS

Ivette Duynslager duynsla1@msu.edu

- Admissions
- Ordering supplies
- Supervising student office workers
- Guest travel and event support
- Administrative support for SIRS
- Cashnet store transactions



Department phone, email, and 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, 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

Jennifer Nelson nelsonje@msu.edu

Academic HR

- Hiring
- Fixed-term Reappointments
- I-9's
- Faculty and Visiting Professors Visas

HR Team Primary Contact for

- Designation B
- Student hires and payroll
- Overload and additional payments.



ACADEMIC OPERATIONS

Ben Lampe lampeben@msu.edu

- Graduate student (TA/RA) offer letters
- Program Support
- Fellowships and Scholarships
- Campus Solutions
- Work Copy
- Schedule Change Support



FUNCTIONAL TEAM LEADS



Penny Shanks
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Office Operations



Carly Ensign
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Finance



Melissa Staub
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HR



Leann Dalimonte
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Academic Operations