ENGLISH LANGUAGE CENTER Functional Team Support

OFFICE OPERATIONS

Ivette Duynslager duynsla1@msu.edu

- Admissions
- Ordering supplies
- Supervising student office workersGuest 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 bmiller@msu.edu
- Reimbursements, Purchase Orders, Invoices: calfin@msu.edu

HUMAN RESOURCES

Jennifer Nelson nelsonje@msu.edu

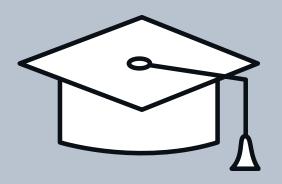
Academic HR

- 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



shankspe@msu.edu Office Operations



Carly Ensign ensignca@msu.edu Finance



Melissa Staub staubmel@msu.edu HR



Leann Dalimonte dalimon8@msu.edu Academic Operations

OfficeOps@CAL.MSU.EDU CALFin@MSU.EDU CALHR@MSU.EDU CALUG@MSU.EDU