

# LINGUISTICS, LANGUAGES, & CULTURES

## Functional Team Support

### OFFICE OPERATIONS

**Pam Withers** withers@msu.edu

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

Help navigating Functional Teams



### FINANCE

**Suzie Reed** manuelsu@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 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

**Noushin Mahmood** mahmood24@msu.edu

- Graduate student (TA/RA) hiring and appointments
- Graduate and Undergraduate Program
- 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