ROMANCE AND CLASSICAL STUDIES
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
Joy Franks franksj@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
Ashley Housler housler@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
Marina Valli vallimar@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

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