Department of English
Administrative Structure
Administrative Staff Roles & Responsibilities

Department Chair
Richard Dutton

Department Faculty
(Includes Vice Chairs, Directors, etc.)

Administrative Manager
Nicole Cochran

Administrative Manager
Manages all Dept. budgets
Manages all procurement and fiscal transactions/ reports
Manages Dept. human resources
Manages all administrative staff including workload & performance

Director of Literacy Studies,
Harvey Graff
Interim Director,
Brenda Brueggemann

Human Resources Associate/ Chair's Assistant
Lauren Potts

Fiscal Associate
Tiffany Quattlebaum

Director: First-Year Writing Program
Eddie Singleton

Associate Director: Curriculum & Assessment
Deb Lowry

Assistant Director/ Manager: Digital Media Project
Amy Spears

Coordinator: Graduate Studies
Kathleen Griffin

Coordinator & Advisor: Undergraduate Studies
Ruth Friedman

Undergraduate Advisor: Undergraduate Studies
Pablo Tanguay

Coordinator: Creative Writing/ Development
Kelli Fickle

Coordinator: RCL, FYW, SYW/ Front Office Operations
Mike Bierschenk

Assistant Director: LiteracyStudies@ OSU
Susan Hanson

Focus: HR/ Fiscal

Focus: Academic Support

Appt.s w/ Chair
P & T
Dept. Events
Faculty Searches
Hiring Visits
Hire Paperwork & Orientation
Copier Codes
Key Control
Listserv Manager
Backs up: Tiffany & Nicole

Travel Arranger
Travel Reimbursements
Payment/ eRequest initiator
Pcard manager
Fiscal Reports
Front Desk backup
Backs up: Lauren & Nicole

FYW curriculum
GTA training
GTA assessment
UG FYW placement
Teaches courses
GTA Pre-Semester Workshop
Backs up: Mike & Ruth

Oversees English curricular processes
Course scheduling
Sem.r conversion
Advises on instructional policy procedures
Monitors enrollment
Backs up: Mike & Ruth

Digital Media hardware/ software support
Classroom workshops/ DMP equipmt. checkout
DMP classrooms
Manage DMP staff
Dept. website
DMP Equipment inventory
Backs up: Mike

Graduate Student recruitment
GS progress
GS advising
GS Events
GS meetings
Manage Dossier Services
Backs up: Kelli

UG Advisor
UG recruitment & retention
UG Events
Web Marketing
Evaluate Transfer Credits
Backs up: UG Advisor, Deb, & Eddie

UG Advisor
Assists in UG Event Coordination
Assists with all SIS entry
Backs up: Ruth

CWP GS & UG Coordinator
CWP UG minor Adv.
CWP Events
CWP Visiting Writers
Dept. Development Contact/ Liaison
Dept. Space Coordinator
Backs up: Kathleen

Front Office
EDN & Space Requests
SIS entry
Dept. Directory
Student Admin
Ast. Supervisor
RCL, FYW, SYW:
Events Meetings
Marketing
Backs up: Amy, Deb & Eddie

Program Communications
Literacy Studies:
Meetings
Events
Marketing
Curriculum
Projects

N. Cochran: 3/1/2012 3:21 PM

Each Staff Member manages all website content for their specific areas.