CHEM Administrative Staff Roles & Responsibilities

Below is a short description of the primary responsibilities of each administrative staff member.

Sarah Amery – amerys@ucalgary.ca (403.210.6530)
Manager, Administrative Services
- Oversees daily operation of the Department
- Strategic planning, budget planning and policy development
- Supervises and is responsible for support staff hiring, training, reporting and performance reviews
- Manages HR reporting for all regular and fixed-term support staff (i.e. vacation and CTO liability)
- Manages Postdoctoral Scholar & fixed-term Research appointments and terminations
- Monitors department operating budget; forecast and project monthly expenditures according
- Manages department capital equipment and contract overhead budgets
- Controls internal and external department billings (Chem Stores, Instrumentation, Technical Services)
- Approves travel and expense claims on operating and contract overhead funds
- eProcurement approvals and special invoice payments
- Approval on IT and Campus Infrastructure requests

Vacant
Department Administrator/Research Initiatives
- Administrative support to Associate Head (Research)
- Provides information on granting procedures and deadlines
- Coordinates all research grant applications
- Department liaison with Research Services, Research Accounting, Accounts Payable, and Accounts Receivable
- Monitors research accounts and advises financial status; provides support to trust holders with regards to financial reporting to granting agencies
- Ensures compliance with University and funding agency guidelines and regulations
- Processes internal and external department billings (Instrumentation, Nanoscience, and X-ray Labs)
- Advice and assist staff in preparation and processing of PeopleSoft expense and travel claims

David Bininda – bininda@ucalgary.ca (403.220.6049)
Undergraduate Programs Coordinator (CHEM & NANS)
- Program management by supporting undergraduate students from admission to graduation
- Student advisor for CHEM undergraduate program
- Handles course approvals and overloads
- Manages preparation of course information sheets and syllabi for undergraduate and graduate courses
- Timetable management and submission
- Recommend curriculum changes and work with Department Head and Associate Head (Undergraduate) to coordinate program planning and execution
- Manages all aspects of examinations, grade collection, and grade changes
- Coordination of USRIs and Faculty student surveys
- Record retention for undergraduate files and course work
- Undergraduate student awards and studentships
Jan Crawford – jcrawfo@ucalgary.ca (403.220.6252)
Graduate Programs Administrator
- Manage the operation of the MSc and PhD programs in CHEM
- Responsible for all aspects of graduate student admission processes to completion of their degrees
- Work with Associate Head (Graduate) for program planning, policy review and implementation of program changes
- Interpret and apply Faculty of Graduate Studies and Chemistry regulations in all matters related to the graduate program of the department
- Participates in graduate student recruitment and orientation meetings
- Graduate student progress reports, candidacy and final examinations
- Monitors all graduate awards and financial support, and processes graduate student payroll
- Member of Awards & Scholarships and Graduate Advisory Committees

Chadwick Dawes – cdawes@ucalgary.ca (403.220.5340)
Administrative Assistant to the Head
- Administrative support to Department Head
- Organize departmental meetings and record minutes
- Handles all aspects involving Academic processes and career-related matters (i.e. appointments, annual reports, leaves, promotions, tenure reviews)
- Provides support to Academic and Support Staff Hiring Committees
- Assists with Committee and Teaching Assignments (including GAT lab and tutorial assignments)
- Academic Performance Reports and Head’s Assessment
- Sessional Instructor and Reader/Demonstrator appointments
- Management of department keys and building access
- Administration and collection of lab breakage and check-out fees
- Graduate studies affairs (e.g. prospective student files, grad orientation, graduate student database)
- Processes differential fee allocations and graduate student payroll
- Graduate student awards and scholarship applications
- Member of the Safety Committee (OHSMS Dept. Manual) and Outreach & Public Relations (special events)

Megan Shipman – mdshipma@ucalgary.ca (403.220.5341)
Administrative Assistant
- Main Reception
- Preparation of document letters for couriers
- General undergraduate student enquiries
- Manages course information sheets and textbook orders
- Printing requests for mid-term, final and deferred exams
- Handles viewing of written exams for students and records management/shredding
- Administration of USRIs and Faculty student surveys
- Processes undergraduate studentship payments (e.g. NSERC-USRI)
- Department website (CHEM & NANS) Note: Limited web access until Drupal 8 rollout
- Social Media and event planning
- Departmental seminar notices and promotional materials
- Manages room bookings and equipment requests
- Handles accommodation bookings at Hotel Alma for department visitors; and processes travel reimbursements
Nelson Cruz – nelson.cruz@ucalgary.ca (403.220.5351)
Stores Administrator
- Daily operation of Chemistry storeroom, including shipping & receiving and mail distribution
- Handling and storage of chemicals, solvents, gases, chemical glassware and stationary
- Provide customer service sales to members of the Department and other units across campus
- Maintain up-to-date inventory records and current supplier/vendor catalogue system
- Coordinator disposal of chemicals, furniture and equipment
- Process purchase orders for members of the Department

Magdi Khalil – khalim@ucalgary.ca (403.220.5351)
Procurement Administrator & Stores Lead
- Manage the daily operation of Chemistry storeroom, including shipping & receiving
- Process all purchase orders for members of the Department
- Manage capital inventories of the Department
- Administer customer accounts for Chem Stores and IDB card payment system
- Handling and storage of chemicals, solvents, gases, chemical glassware and stationary
- Provide customer service sales to members of the Department and other units across campus
- Maintain up-to-date inventory records and current supplier/vendor catalogue system
- Coordinator disposal of chemicals, furniture and equipment
- Oversees safe packing of dangerous goods for shipment by air and ground
- Implements occupational health and safety protocols and procedures