ECE Administrative Staff

Karen Hennessey
Director

Oldeta Shore
Finance Manager

TBD
Academic Programs Manager - PhD

Lisa Wodehouse
Administrative Coordinator

David Fortin
Instructional Lab Manager

TBD
Grant Administrator

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Academic Programs Manager - MS

Loveleen Saini
Assistant to the Chair

Derek Curley
ENG IT – ECE Contact

David Oliveira
Grant Administrator

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Program Coordinator

Allison Kleber
Publications and Media Administrator

Rachel Agnir
Grant Administrator

Director

Director
Karen Hennessey
khenness@bu.edu • 3-7117

1. Departmental Direction
   a) Administration
   b) Fiscal Affairs
   c) Merit Review
2. Faculty Issues
3. Space Requirements/Renovations
4. Alumni/Industrial Outreach
5. Safety/Security Issues
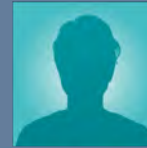6. Information Technology

Finance

Finance Manager
Oldeta Shore
oshore@bu.edu • 3-0092

1. Budgetary Development/Analysis
2. Proposal Development
3. Restricted/Unrestricted Fiscal Management
   a) Reports
   b) Expenditures
   c) Payroll Actions
4. Supervise Financial Administrators
5. UIS Data Security Administrator

Grant Administrator
TBD • 8-7433

1. Pre-Award
   a) Assist with development of proposals
   b) Budget development
   c) Complete all BU internal paperwork
   d) Assist with all administrative components of the application.
2. Post-Award
   a) Assist with account set up
   b) Monthly grant reconciliations
   c) Financial planning and forecasting
   d) Ensure expenditures are in compliance with the guidelines set forth by OSP, PAFO and funding agencies

Grant Administrator
Rachel Agnir
ragnir@bu.edu • 3-2800

1. Pre-Award
   a) Assist with development of proposals
   b) Budget development
   c) Complete all BU internal paperwork
   d) Assist with all administrative components of the application.
2. Post-Award
   a) Assist with account set up
   b) Monthly grant reconciliations
   c) Financial planning and forecasting
   d) Ensure expenditures are in compliance with the guidelines set forth by OSP, PAFO and funding agencies

Grant Administrator
David Oliveira
doliveir@bu.edu • 3-0099

1. Pre-Award
   a) Assist with development of proposals
   b) Budget development
   c) Complete all BU internal paperwork
   d) Assist with all administrative components of the application.
2. Post-Award
   a) Assist with account set up
   b) Monthly grant reconciliations
   c) Financial planning and forecasting
   d) Ensure expenditures are in compliance with the guidelines set forth by OSP, PAFO and funding agencies

Academic Programs

Academic Programs Manager - PhD

TBD
critzk@bu.edu • 3-1048

1. PhD Graduate Administration
    a) PhD Admissions
    b) Financial Aid Awards
    c) Registration
    d) PhD Records Administration
    e) Programs Database Management
    f) PhD Travel Awards
    g) Specific Program Publications
        i. Financial Aid
        ii. Recruitment
2. Payroll
    a) Process all PhD student weekly payroll

Academic Programs Manager - MS

Hannah Zyung
hzyung@bu.edu • 3-2811

1. Masters Graduate Administration
    a) Masters Admissions
    b) Financial Aid Awards
    c) Registration
    d) Masters Record Administration
    e) Programs Database Management
    f) Specific Program Publications
        i. Financial Aid
        ii. Recruitment

Program Coordinator
Molly Clark

1. **Undergraduate Program Administration**
    a) Assist in preparations for ABET reviews and visits.
    b) Provide administrative support for courses as requested.
    c) Maintain information on undergraduate publications, honors, awards.
    d) Faculty/student advisor assignments with Assoc. Chair.
2. **Scheduling**
    a) Assist director and scheduling committee chair with course scheduling.
3. **Maintain Faculty, Student, and GTF Evaluations**

Administrative Coordinator

Lisa Wodehouse

lwodehou@bu.edu • 8-6008

1. Payroll
    a) Process all student weekly payroll
    b) Analyze and audit monthly student payroll reports
    c) Respond to student payroll related requests and issues
2. Faculty/ Student/ Guest travel Reimbursements
3. Office Management
    a) Provide technical support in regard to all assigned office machines (copier, fax, printers, projectors, etc.)
    b) Office supply inventory
    c) Coffee supply inventory
    d) Key inventory
4. Purchasing
    a) Process all purchasing requests.
    b) Contact vendors or Service Contract Providers.
    c) Follow-up and troubleshoot Problems.

Assistant to the Chair

Assistant to the Chair

Loveleen Saini

loveleen@bu.edu • *3-1237*

1. Faculty/Staff Action Administration
   a) Personnel/Benefits Inquiries and Assistance
   b) Faculty Search, Appointment, Tenure, and Promotion Procedures
   c) Faculty Candidate Visits
   d) Processing of Staff Actions
2. Office Management
   a) Manages Information and Queries Directed to the Chair and Director Offices
   b) Develop and Maintain Chair Calendar
3. Information Management
   a) Committee Meeting Minutes
   b) Faculty/Staff Records

Communications

Publications & Media Administrator

Allison Kleber, MFA

akleber@bu.edu • 3-0076

1. Department Communications & Public Relations
    a) Publications, advertisements, and other outreach
    b) Department Annual Report
    c) Publicize Dept. & faculty news items
    d) Development of graphic and photographic Images

2. Web and Touchscreen Content Management
    a) Develops & maintains web/touchscreen content
    b) Interacts w/ Dept. IT on tech. support Issues
    c) Facilitates website input from internal & external programs and organizations
    d) Collaborates with the Publicity Committee to insure effective & appealing website content

3. Coordinate Speakers and Publicity for Department Events

4. Coordinate conferences

Technical Staff

Instructional Lab Manager
David Fortin
defortin@bu.edu • 3-1244

1. Manages and Maintains the ECE Department's Instructional computer laboratories
2. Provide support to faculty using the labs for courses
3. Work collaboratively with ENG IT staff assigned to support ECE

ENG IT – ECE Contact
Derek Curley
enghelp@bu.edu • 8-2785

1. Act as ECE's contact to ENG IT
2. Serve as manager of systems support for ENG
3. Troubleshoot and maintain all administrative desktop systems (college-wide)