Department Chair
CAROL M. TAYLOR

Assistant to the Chair
ATTRES TAGGE
Budget and Office Management
Position is backed up by Grants and Development

Operations Manager
VICKIE TATE THORNTON
Property and Space Inventory
Backs up the Assistant to the Chair
Position is backed up by Assistant to the Chair

IT Manager
BRAD WEEKS
Maintains Departmental Servers
General Computer Support
Troubleshooting
Computer User Support
Website

Human Resources
AMY COMMANDER
Payroll
Leave
Effort Certification
Coordinates Faculty Searches
Position is backed up by Coordinator

Accounting - Grants and Development
HEATHER LEE
Proposal Preparation Assistance
Grant Accounting/Reconciliation
Accounting Supervision
Position is backed up by Assistant to the Chair

Admin Support - Chair
JACOB KNIGHT
Foundation Accounting
Maintains Chair’s Calendar
Coordinates Teacher Evaluations
Compiles Information for Surveys
Website Content
Administrative Support for the Chair and Assistant to the Chair
Position is backed up by Assistant to the Chair

Accounting – Travel/LaCarte
NORMA JAMES
Travel
Foundation Check Requests and Deposits
LaCarte Credit Card Purchases
Position is backed up by Accounting Supervisor

Admin Support - Office
CHARLOTTE MOORE
Departmental Receptionist
Keys, mailboxes and copier codes
Seminar Organization/Room Reservation
Equipment checkout
Accounting/Reconciliation Assistance
Position is backed up by Coordinator

Accounting - Purchasing
MELINA PHILLIP
Purchasing
Internal Transactions
NMR and Mass Spec Billing
Direct Charges (Non-credit card purchases)
Departmental Billing
Position is backed up by Accounting Supervisor

Chemistry Department Student Workers

Student Workers

Shipping & Receiving
Glass Blower
ADRIEN CONNANGLE
Position is backed up by Building Manager.