

Department of Sociology Administration

Jerald R. Herting
Chair

Administrator: Wendy Star

Overall operations; fiscal management of operations, academic programs, and research programs; policies & procedures; academic & staff personnel matters; facilities management; grants and human subjects.
(12 mo. 100%)

Director, Instructional Programs: Erin Dana

Undergraduate and graduate program management, curriculum planning, lead undergraduate advisor, Student Services personnel supervision
(12 mo., 100%)

Main Office Assistant: Ulrika O'Brien

Inquiries, general administrative assistance, supplies, mail, office machine key operator, facilities, web calendar, faculty binders and activity reports, visiting appointments, special projects & events, recommendation letters, keys, assistant to Chair and Administrator, supervises student staff.
(12 mo., 100%)

Advising Office Assistant: Jennifer Carroll

Inquiries, database files for undergraduate and graduate programs, faculty workload registration, class lists, course descriptions, textbook orders, appointments with advisors, supervises student staff.
(9 mo., 100%)

Fiscal Technician: Jan Clarke

Purchasing, financial transactions and fiscal issues, payroll, petty cash, assistance with grant proposal preparation.

Undergraduate Advisor: Susanna Hansson

Advises undergraduates on major admissions and course requirements, assists students with academic program planning.
(9 mo. @ 50%)

Computer Specialist: Michael Goldblatt

Assists faculty, staff and students with hardware and software issues; recommends specifications for new acquisitions; web development.

**Graduate Program Coordinator:
Liz Collier**

Graduate Program inquiries & coordination, recruitment & admissions of new graduate students, progress review of continuing students, data for reports, special projects
(11 mo., 50%)

Computer Specialist: Patty Glynn

Programming.
(12 mo., 25%)

**Experiential Learning Coordinator:
Gretchen Ludwig**

Coordinates experiential learning opportunities, including the internship program and research opportunities for undergraduate students; special projects for the undergraduate program.
(10 mo., 50%)

Student Assistant(s)

Duties as assigned.

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