Administrative Support Synopsis

The Administrative Support Team strives to offer the best possible “customer service” to you, our customer. To help us achieve this goal, we ask your help with the following:

➢ **Who should I ask for Assistance?**
  Although structured in a team environment where responsibilities are often shared, please use the following guidelines when needing assistance with typing, copying, etc.:

  ◆ **Angela Morlando, Administrative Assistant:** Assistant to Lawrence J. Roma, Associate Vice President for Facilities Management; supervisor of classified Administrative Support staff
    ◇ **Carol Doty, Secretary I:** Payroll support, emergency call-in list maintenance, end of year guarantee and final acceptance, supports operations supervisors, calendar meeting scheduling, Flower Fund Coordination.
    ◇ **Hope Reese, Keyboard Specialist I:** Phone list maintenance, training/travel preparation, central file maintenance, supply orders, calendar meeting scheduling
    ◇ **Randy Ostrander, Clerk II:** primary support for Grounds and Mechanical Services
  
  ◆ **Brenda Ostrander, Administrative Assistant:** Assistant to Jesenko Muftic, Director of Design; primary support for Design staff, CODE Training

  ◆ **Julie Carl, Scheduler and Administrative Assistant:** Assistant to Michael Kukawa, Director of Operations; primary support for Operations staff, Support for Assistant Director of Operations State and Res, Custodial Support, FAMIS scheduler

  ◆ **Kristen Duff, PF Human Resources Coordinator:** Yearly OSU Evaluation Monitoring, Coffee Club Organizer, Student Community Service Contact, All Campus HR Documentation should go through this office first.

➢ **How Do I get supplies?**
  Regardless of who your primary support person is, please see Hope for all office supply requests. Having only Hope in and out of the supply closet will help with inventory control and keeping the area in order. If we do not have the item in stock, please see Hope for ordering.

➢ **Time-Off Request Slips/Travel Forms/Training Requests, etc.**
  All forms are kept in the bottom drawer of the filing cabinet nearest the elevator. If you have any problems locating the necessary forms, please do not hesitate to ask any of the staff for assistance. For your convenience, time-off request forms are also available in a bin on Hope Reese’s counter.