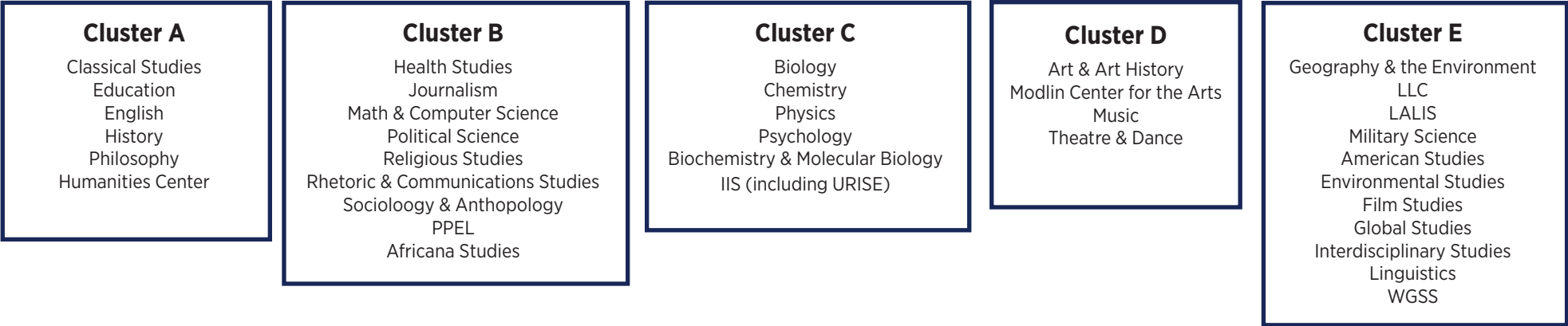
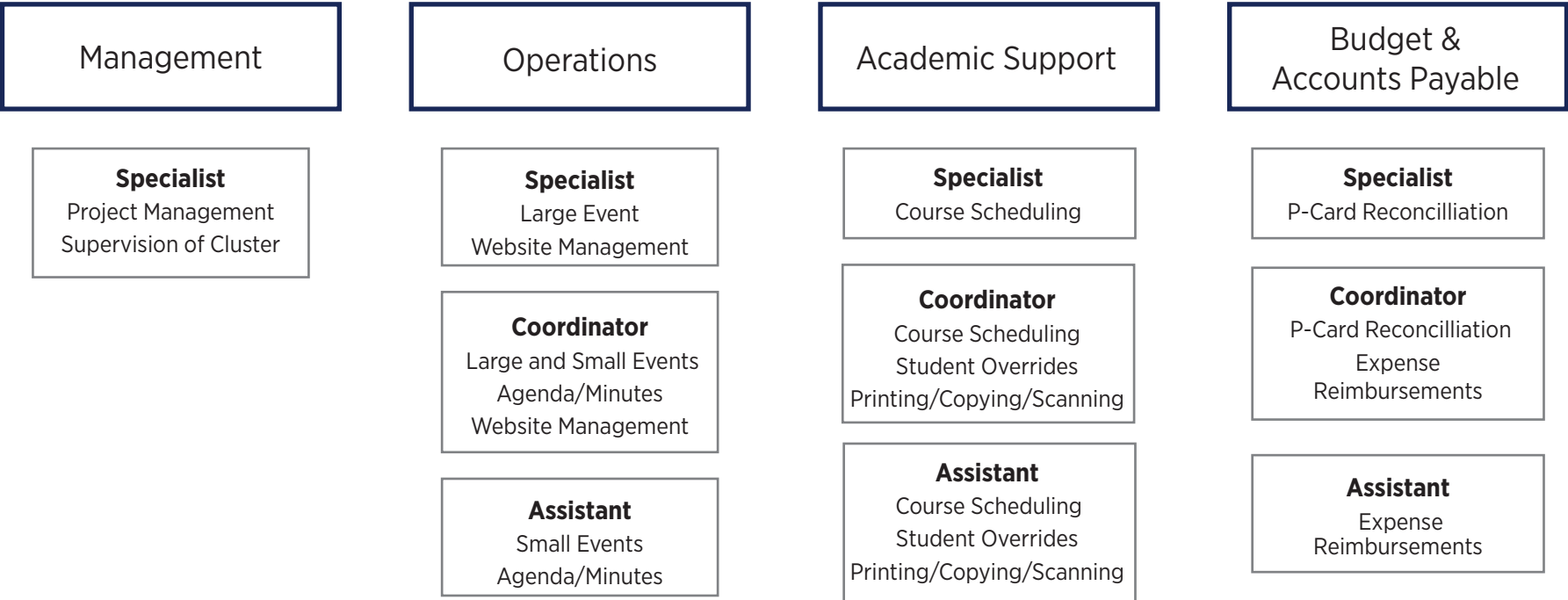


School of Arts & Sciences Administrative Support Structure: Clusters & Responsibilities

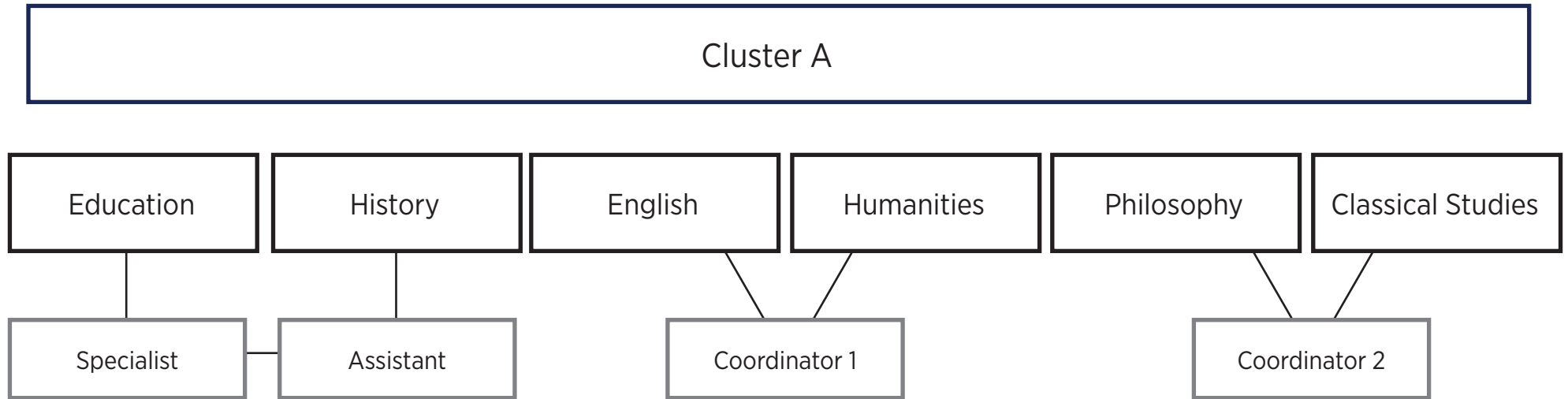
Each cluster is supported by an academic administrative specialist and a combination of academic administrative coordinators and/or academic administrative assistants.



Administrative Support Responsibilities



School of Arts & Sciences Administrative Support Structure: Example of one cluster



Every department and interdisciplinary program will have an **assigned point of contact**.

The point of contact may or may not be doing the actual task, **the task will be done by the administrative support staff in the cluster**. For more information on distribution of responsibilities, please see page 1.