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.

Cluster A
Classical Studies
Education
English
History
Philosophy
Humanities Center

Cluster B
Health Studies
Journalism
Math & Computer Science
Political Science
Religious Studies
Rhetoric & Communications Studies
Sociology & Anthropology
PPEL
Africana Studies

Cluster C
Biology
Chemistry
Physics
Psychology
Biochemistry & Molecular Biology
IIS (including URISE)

Cluster D
Art & Art History
Modlin Center for the Arts
Music
Theatre & Dance

Cluster E
Geography & the Environment
LLC
LALIS
Military Science
American Studies
Environmental Studies
Film Studies
Global Studies
Interdisciplinary Studies
Linguistics
WGSS

Administrative Support Responsibilities

Management

Specialist
Project Management
Supervision of Cluster

Specialist
Large Event
Website Management

Coordinator
Large and Small Events
Agenda/Minutes
Website Management

Assistant
Small Events
Agenda/Minutes

Operations

Specialist
Course Scheduling

Coordinator
Course Scheduling
Student Overrides
Printing/Copying/Scanning

Assistant
Course Scheduling
Student Overrides
Printing/Copying/Scanning

Academic Support

Specialist
P-Card Reconciliations

Coordinator
P-Card Reconciliations
Expense Reimbursements

Assistant
Expense Reimbursements

Budget & Accounts Payable
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.