

ANGELA F. ALLEN  
BSFCS Consumer Economics UGA  
PROGRAM SPECIALIST I (three-quarters time)  
UGA Griffin Campus HACE  
Years of Service: 1 (July 2008)

- 1) *Task/Responsibility:* Be initial contact in Housing and Consumer Economics Department, Griffin Campus, for entering transfer students and potential transfer student.

*Work standard:* Familiarity with UGA rules and regulations, as well as those that are specifically FACS and HACE is essential, as is enthusiasm about major offered in HACE Griffin.

- 2) *Task/Responsibility:* Advise students on plans of study for HACE on UGA Griffin campus.

*Work standard:* Must be knowledgeable on courses being offered through HACE and all departments on Griffin campus in order to advise students in helping them meet requirements of degree with major courses and electives.

- 3) *Task/Responsibility:* Maintain records of HACE Griffin students.

*Work Standard:* Must be familiar with University system TSO.

- 4) *Task/Responsibility:* Work with full time faculty and part time instructors in providing technical/logistical support in order to facilitate classroom operations.

*Work standard:* Must have a good working relationship with IT on Griffin Campus and have basic knowledge of IT equipment to monitor Tandburg and Wimba classes. Must know how to operate basic equipment in classrooms.

- 5) *Task/Responsibility:* Must be able to coordinate with Academic Affairs on Griffin campus with scheduling class times and reserving class rooms for HACE program on Griffin campus.

*Work Standard:* Must have open communication with other departments on Griffin campus to facilitate program scheduling needs.

- 6) *Task/Responsibility:* Help direct Griffin HACE students to correct department/contact person either in Griffin or in Athens in order to resolve matters concerning admissions, registration, financial aid and transcripts.

*Work standard:* Must know how to utilize contacts and UGA website to locate correct office to direct students. Must have basic working knowledge of various departments.

- 7) *Task/Responsibility:* Coordinate instructors, bookstore and Griffin library in textbook ordering and posting each semester. Maintain records of textbooks used from semester to semester.

*Work standard:* Must have working knowledge of ordering process with University of Georgia and process of reserve material procedures in UGA Griffin campus library.

- 8) *Task/Responsibility:* Maintain and order all office supplies.

*Work standard:* Must be able to keep good record of inventory and go through proper channels to order various supplies from various vendors.

- 9) *Task/Responsibility:* Help promote UGA Griffin HACE program through promotional brochures and promotional items.

*Work standard:* Must be able to work with vendors in ordering various promotional items and work within a budget.

- 10) *Task/Responsibility:* Serve as HACE departmental representative on Griffin Campus in relation to UGA Griffin campus activities such as recreational events, recruitment events, and UGA academic affairs meetings.

*Work standard:* Must keep aware of events happening on UGA Griffin campus such as campus wide socials. Must keep aware of Griffin campus calendar of meetings involving all departments located at Griffin campus.