<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHARYON O'Donnell</td>
<td>Department Manager</td>
<td>E8B Rm 203 X 8179</td>
<td>Provide strategic advice to the Head of Department, Faculty Manager and Faculty stakeholders on Departmental activities.</td>
</tr>
<tr>
<td>KATE Barry</td>
<td>Academic Administrator (1st year only)</td>
<td>E8B Rm 207 X 8267</td>
<td>Student enquiries – 1st year, Grade changes etc.</td>
</tr>
<tr>
<td>CAITLIN Kordis</td>
<td>Academic Administrator</td>
<td>E8B Rm 207 X 8182</td>
<td>Student enquiries, grade changes etc.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Data analysis and prepare reports for internal/external reporting</td>
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<td>Fixed term and continuing appointments</td>
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<tr>
<td></td>
<td></td>
<td>E8B Rm 204 X 9235</td>
<td>Anything for Michelle or Sharyon and diary – management for both</td>
</tr>
<tr>
<td>JENNY Ghabache</td>
<td>Administrator Finance / Staff</td>
<td>E8B Rm 206 X 6957</td>
<td>Purchasing Invoices, HDR student budgets, HDR/MRes student enquiries</td>
</tr>
<tr>
<td>HARRIET O'Sullivan</td>
<td>Administrative Assistant and Outreach</td>
<td>E8B Rm 204 X 4188</td>
<td>Room bookings, Email group maintenance (adding and deleting people)</td>
</tr>
<tr>
<td>JULIAN May</td>
<td>Administrative Assistant (HDR/MRes)</td>
<td>E8B Rm 206 X 4288</td>
<td>Room bookings, Email group maintenance (adding and deleting people)</td>
</tr>
<tr>
<td>AYDEN De Courcey</td>
<td>Administrative Assistant</td>
<td>E8B Rm 204 X 4230</td>
<td>Room bookings, Email group maintenance (adding and deleting people)</td>
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Provide strategic advice to the Head of Department, Faculty Manager and Faculty stakeholders on Departmental activities.

In conjunction with the HoD, plan, manage, advise on and allocate physical, financial and human resources to meet Department objectives.

Provide administrative services and support in relation to the financial aspects of the Department.

Manage the day-to-day delivery of operational and administrative support to the Dept. Covering full staff and student lifecycle.

Still not sure? Please send your request in an email to fse.bio-adm@mq.edu.au and one of the admin team will attend to it.
Biological Sciences – Administration Team as at 25 January 2018

<table>
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<th>SHARYON O'Donnell</th>
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- **Oversee the development of operational and/or develop, implement and review the administrative systems and procedures**
  - Handbook changes
  - Handbook changes
  - Salary calculations and splits
  - Department communications
  - Fax Orders
  - Fax Orders
  - Fax Orders

- **Collaborate with other Department, Faculty and University staff to share information and ensure consistency of systems and processes**
  - All 1st year Casual Appointments and tutor allocations, Hours variations, Timesheets
  - All other Casual Appointments and tutor allocations, Hours variations, Timesheets
  - Staff Travel
  - Event management
  - Stationary orders, mail, couriers, photocopiers
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- **Comply with relevant EEO and WHS regulations**
  - Disruption to studies – 1st year
  - Disruption to studies – all other
  - Forecasting and budget preparation
  - Store orders
  - Store orders
  - Store orders

- **Perform any other duties as required and appropriate for this classification**
  - Academic misconduct – 1st year
  - Visiting Scholars and Honorary Appointments
  - End of June/December adjustments
  - Exams
  - Exams
  - Exams

- **Exam processing and reporting**
  - Academic misconduct – all other units
  - HDR and Academic Travel
  - HDR and Academic Travel
  - HDR and Academics Travel

- **EOM & EOY Tasks**
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