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- Track candidate
- Schedule Interviews
- Provide support to the following committees:
 - Nominations Committee
 - Committee on Health Equity and Community Engagement
- Adjunct Faculty Hiring, Onboarding, and Separation
- Add and update SON Faculty Profiles
- Teaching Assistant Orientation
- Support Faculty Development and Events (White Coat Ceremony, Commencements, etc.)
- Process additional services for adjunct faculty & submit tickets.
- Maintain faculty master list for Annual Data Reports preparation for CCNE, AACN, NEPIS and U.S. New Graduate Schools Statistical Survey Report-Faculty Data
- Assist with Faculty Evaluations
- Coordinate New Faculty & Staff Orientation
- Assist with SON Newsletter
- Coordinate Mentoring and Events
- Provide staff support for the Nominations Committee
- Faculty Change Request forms (Cross appointments, Joint appointments, etc.) (Faculty K - Z)
- Other duties as assigned.

Assist on formatting and printing (course syllabi, sign-in sheet, tent cards, etc.)

Process Facilities Management services requests (furniture moves, hanging items, event set-ups)

Submit service request tickets (computer repairs, telephone issues, network, etc.)

Provide support to the following committees:

- Supports Faculty Assembly Committee
- Supports Bylaws Committee

Annual Inventory and Property Removal Permit

Records Retention Coordinator

Texas Notary Public

Other duties as assigned.

Answering office phones, responding to faculty questions, directing faculty resources, filing all documentation related to faculty files.

