



| <u>Units</u> | <u>General Area of Responsibilities</u> |
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| <p data-bbox="139 394 386 426"><u>Office of the Dean</u></p> <p data-bbox="74 468 324 573">Wanda J. Blanchett Dean Ext. 2-0748</p> <p data-bbox="74 615 272 678">Rhena Montero Ext. 2-0748</p> <p data-bbox="74 720 224 783">Mariya Zia Ext. 2-0750</p> | <p data-bbox="500 394 1547 499">The key goal of the Office of the Dean is to promote and encourage the work of the faculty and staff. The Dean also coordinates the activities of all administrative units in the GSE, including the offices of:</p> <ul data-bbox="529 562 987 741" style="list-style-type: none"> • Student and Academic Services • Development • Administration and Personnel • Information Technology • Communications and Marketing <p data-bbox="500 783 716 814">Rhena Montero</p> <ul data-bbox="529 867 1442 1087" style="list-style-type: none"> • Oversees the administrative functions in the Dean’s Office <ul data-bbox="610 909 1133 940" style="list-style-type: none"> • Scheduling meetings with the Dean • Faculty appointment and promotion process in conjunction with the Administrative Services Center (ASC) • Keeper of records for meeting minutes, GSE committee lists, etc. • Primary liaison between the University and the Dean’s Office <p data-bbox="500 1129 659 1161">Mariya Zia</p> <ul data-bbox="529 1203 1393 1350" style="list-style-type: none"> • Administrative support for the Dean and Associate Deans • Assists with maintaining records for meeting minutes, lists, etc. • Assists with managing the calendar for the Dean • Works in conjunction with the ASC regarding GSE-wide events |
| <p data-bbox="94 1398 431 1461"><u>Office of Administration and Personnel (OAP/IT)</u></p> <p data-bbox="74 1503 264 1566">Robert Allison Ext. 2-0754</p> <p data-bbox="74 1608 224 1671">Terri Bolla Ext. 2-0620</p> <p data-bbox="74 1713 253 1776">Brent Horbatt Ext. 2-0771</p> <p data-bbox="74 1818 289 1881">Jennifer Manson Ext. 2-0789</p> | <p data-bbox="500 1398 773 1430">Finance/Non-grant:</p> <p data-bbox="500 1461 902 1493">Vallarine Guischarde-Paynter</p> <ul data-bbox="548 1503 1547 1860" style="list-style-type: none"> • Assist end users and approve purchasing requisitions and expense management reports. • Provide financial reports (non-grant) to all departments, programs, centers and individual faculty members. • Grants and audits GSE faculty and staff access to the University financial systems. • Allocates F&A return to faculty and operating units. • Provides financial support to the GSE Scholarship Committee and executes approved awards to students. |

Vallarine Guisnard-Paynter
Ext. 2-0757

Guillermo Rivero
Ext. 2-0877

Gordon Stankavage
Ext. 2-0772

Korey Weber
Ext. 2-0767

GSE Help Desk:
helpdesk@gse.rutgers.edu

Facilitates requests:
[Facilities-
issues@gse.rutgers.edu](mailto:Facilities-issues@gse.rutgers.edu)

- Primary GSE contact for contract administration. Works with staff and faculty to prepare and execute contracts and agreements and engages University Procurement to ensure execution.

Jennifer Manson

- Contractor purchasing assistance as-needed for GSE administrative units (self-funded centers are expected to manage the creation of their requisitions).
- Review and approval of all GSE purchase order requests.
- Procurement card transaction processing.
- Process approved requests for access to University Financial Systems.
- Produce financial reports for academic departments, programs, centers and faculty discretionary accounts.
- Create journal entries, salary reallocations and commitment accounting entries.
- Process requisitions for IT and other departments on request and follow up on orders.
- Support of the student scholarship process.
- Backup personnel for HR as assigned.
- Primary support for assigned PIs for Pre- and Post-award sponsored projects administration.
- Effort certification lead for assigned PIs.
- Prepares Employee Charging Instructions for all faculty and staff on grants.
- Provides general grant support in the absence of the Grant Manager.

IT:

Gordon Stankavage

- Overall management of GSE IT operations and staff.
- GSE help desk processing; reviews and prioritizes incoming requests and assigns to team for response.
- Provides first response to community end-users needing technical support.
- Engage new faculty and staff members to identify and fulfill tech needs in accordance with established GSE protocols.
- Management of the Rutgers Connect system for GSE, including creation of email accounts, management of email distribution lists via onboarding/offboarding processes.

Brent Horbatt

- Provides first response to community end-users needing technical support.
- Purchasing support to community for technology related items.
- Monitors and ensures that GSE servers are functioning as intended.

Korey Weber

- Provides first response to community end-users needing technical support.
- Manages telephone assignment and ensures proper functionality.

Facilities:

Guillermo Rivero

- Reporting facilities related issues (temperature, maintenance, housekeeping, etc.) and requests.
- Space preparation for new faculty/staff.
- Building access requests (swipe access, keys, etc.) for faculty/staff.

Grants Management:

Terri Bolla

- Pre-award application, including budget development, entry and submission of the proposal to the University for consideration, etc. **NOTE: this applies to external fellowship applications**
- Post-award support, including budget verification, account reconciliation, monthly reporting to PI, effort certification, procurement compliance, etc.
- Acts as primary point of contact for assigned faculty and staff for pre-award proposal development
- Research and identify grant opportunities for the faculty.
- Backup Approver for payroll and HCM.

GSE Human Resources
(HR)

Melissa Thomas
Ext. 2-0755

Olivia Walker
Ext. 2-0842

Melissa Thomas

- Job Postings: Faculty, Staff & Student Workers
- Job Search Coordinator: Staff
- Offer Letters: Faculty (TT & NTT) & Post-Doctoral Associates & Fellows
- FWS Student Worker Assignments
- HCM Approver
- HR Onboarding: Faculty, Staff, Teaching & Graduate Assistants & Graduate Fellows
- Processing of Summary Salaries
- COVID-19 Vaccine Compliance
- Performance Evaluations - Aligned & Non-Aligned
- Reclassifications & In-Grade Salary Adjustments
- NTT Faculty Evaluations and Reappointments
- Confidential HR Inquiries and Concerns
- Offboarding / Exit Interviews
- GSE Social Committees (Coffee Connection, Walking Club, Birthday Club)
- Offer Letters: Teaching Assistants, Graduate Assistants and Graduate Fellows

Olivia Walker

- Offer Letters: Staff (FT & PT)
- Offer Letters: Part Time Lecturers
- Non-Teaching CoAd Appointments
- Onboarding Student Workers (FWS & non-FWS)
- I-9 processing

- HCM Preparer
- Hourly Payroll
- Staff Paid Time Off
- General HR Inquiries
- Offer Letters: Teaching Assistants, Graduate Assistants and Graduate Fellows

Office of Student and Academic Services (OSAS)

Amy Wollock
Ext. 2-0739

Charles Basden
Ext. 2-0738

Trevor Johnson
Ext. 2-0736

KerriAnn Mattaliano
Ext. 2-07

Marie Pavelchak
Ext. 2-0814

Ken Tufo
Ext. 2-0743

Matt Winkler
Ext. 2-0737

Amy Wollock

- Enrollment management
- Support faculty with academic affairs/scholastic standing issues
- Data management for surveys & state and federal reports
- Oversight of OSAS

Matthew Winkler

- General advising inquiries/policies
- Assist with doctoral & non-licensure master's
- Recruitment for minor, doctoral, & non-licensure master's
- Oversee convocation
- Student Orientation

Marie Pavelchak

- Manage non-degree programs
- Non-degree recruitment, processing of program applications and advising
- Oversee convocation

Charles Basden

- Recruitment for all programs in conjunction with OSAS, GSE faculty and other GSE units
- Assist GSE with event planning
- Assist with CAEP Standard 3 compliance

Trevor Johnson

- Process degree program applications
- Provide Salesforce support
- Provide roster access
- Assist with reinstatements

Ken Tufo

- All pre-admission advising & support for 5-Year/Post-Bacc programs
- All post-admission advising & support for 5-Year/Post-Bacc programs
- Process certification applications

KerriAnn Mattaliano

- Support to the Doctoral Directors of the EdD, PhD in Education, and PhD in Higher Education as well as non-certification master’s degree programs
- Student Orientations
- General OSAS support

**Administrative Services
Center (ASC)**

Tiffany L. Mayers
Ext. 2-0745

Tania Gonzalez-Batista
ETPA
Ext. 2-0661

Cintra Samaroo
L&T
Ext. 2-0834

Nicole Symonds
Ed Psych
Ext. 2-0846

General ASC Inbox:
ASC@gse.rutgers.edu

Tiffany L. Mayers

- Faculty appointment and promotion process and candidate support
- Management of GSE-wide event calendar
- Event management:
 - School-wide events and celebrations
 - Faculty search planning and execution
- General Office supplies management and ordering for GSE
- Space scheduling:
 - Management of GSE Lecture Hall and GSE Conference Rooms
 - Coordinating with GSE IT for tech needs

Nicole Symonds

- Course scheduling and management of room assignments:
 - PTL engagement and assignment (in-person and online)
 - Contracting executed in coordination with HR

General Faculty Administrative Support

Tania Gonzalez-Batista

Cintra Samaroo

Nicole Symonds

- Departmental Chair support (i.e., capturing meeting minutes)
- General faculty office support
 - Assisting with conference registration
- Course preparation:
 - Copying of materials, book orders, syllabi, etc. for faculty
- Travel reimbursement expense reports for faculty and doctoral students in coordination with the Business Office

**Marketing &
Communication**

Coby Green-Rifkin
Ext. 2-0619

Provide support, guidance, and strategy for marketing and promotion of GSE, with emphasis on brand and reputation development, awareness raising, audience engagement, and business development.

This is achieved via:

Website Management

- Faculty, staff, and student profiles
- Content updates and additions
- Event, news, and job postings

Social Media Oversight

- Content calendar
- Post design/development
- Audience Engagement

Advertising/Promotion

- Digital and print strategy, copy, creative
- Creation of flyers, digital invitations, and RSVP forms

Marketing Communications

- Oversight of Mail Chimp email platform
- Publications e.g. Impact Report
- Public Relations

Strategic Alliances & Online Programs

Darren Clarke
Ext. 2-0875

- Advance GSE strategic alliances and relationships within Rutgers University, school districts and professional associations
- Support faculty-approved academic/curriculum submissions and Chancellor/Provost Office approval of new graduate courses, certificate & degree programs
- Online Learning/ Program Development
- Diversity, Equity & Inclusion (DEI) strategic planning and implementation

Local-Global Partnerships

Mary Curran
Ext. 2-0790

Serve as point of contact for GSE community-engaged, global partnerships

- Serve as a member on Rutgers Global International Advisory Committee, Rutgers Global Study Abroad Advisory Committee, and Rutgers Collaborative Center for Community Engagement Faculty Advisory Board
- Direct The Conversation Tree: Community-Engaged Language Partnership Program
- Direct The Community-Based Education in Yucatán Program (annual study abroad program)
- Contact for information regarding GSE international MOUs, international visiting scholars, and international students
- Plan and offer new international student orientation
- Coordinate the annual Teaching the World Conference