

Pat	Lansing	Sharon
<ul style="list-style-type: none"> • Room bookings for faculty and staff • Book appointments for students with academic student advisors • Order supplies from Staples and Printing Services • Sort mail each day, and keep mailboxes up to date • Update Faculty/Staff Contact List each semester • Issue parking permits for the College/UofL to faculty and staff • Ensure that the laptops/projectors are signed out and returned in a timely fashion • Complete Faculty Schedule each semester • Responsible for waiver/driver agreements each semester; ensure they are all returned and forwarded to Risk & Safety • Issue swipe cards & ID cards, and accept returned cards each semester • Prepare Evaluation Tools each semester, scan or file as require and submit to Archives at the end of the year • Duties as requested by Faculty/staff; scanning, photocopying, or ordering of supplies • Complete work orders for Facilities/IT • Collect Hazard Assessment Worksheets from all Clinical Instructors • Deliver interoffice mail to Registrar's Office, Financial Services, Payroll and Accounts Payable • Ensure that photocopiers, and fax machines are in working order, arrange for repairs as required • Answer phone and direct to appropriate faculty or staff • Various front office duties when Lansing/Sharon are unavailable 	<ul style="list-style-type: none"> • Moodle evaluation setup and compilation for the Nursing and Public Health program, and distribute to faculty members/sessional instructors • Course posters for faculty members and campus distribution • Room bookings for faculty and staff • Format Nursing and Public Health program syllabi • Assist with ordering food for meetings/events • Meeting minute support: MN committee, NESAs chairs, CCC, PUBH curriculum) • Schedule appointments for academic student advisors when Pat is unavailable • Assign graduate student carrels • Support the Assistant Dean-Nursing (Shannon Spenceley) • Assist with the ADCS practicum files/data input • Prepare practicum thank you letters for ADCS and PUBH • Assist with the N95 mask fittings in September • Edit and update NESAs and PUBH handbooks • ADCS internship directory updates • Various front office duties when Pat/Sharon are unavailable 	<ul style="list-style-type: none"> • Collection of Confirmation of Program Completion forms, and submit to CARNA/other provincial agencies (CRNBC, SRNA) after the Dean signs the forms • All textbook requisitions (except EDUC courses) • Qualtrics survey management (panel creation/survey distribution) (not survey creation though – that's Em!) • Desk/exam copy requests from publishers • Final exam schedule coordination (instructors/timetabling office) • Assist Sherry Hogeweide with fast-track applications/acceptance letters etc. (Feb/March) • Course outline formatting and Moodle course evaluation setup/distribution for ADCS/HLSC/TREC courses • Room bookings for nursing clinical orientations each term • Driver agreement & waiver distribution for NURS clinical students (Pat has been handling the collection and associated follow-up) • NURS 4750 preceptor management (collecting hours sheets from faculty, preparing thank-you letters/certificates, updating overall spreadsheet for Friends of Health Sciences uses) • Meeting minute support: NESAs Joint, Addictions faculty, TREC program, TREC Advisory Council, MSc/PhD Committee • Coordination and completion of miscellaneous faculty work requests (e.g. business cards, printing requests, proofreading documents/reports, formatting, copying and scanning) • Coordination and monitoring of keys issued to faculty/RA's and after hours access requests • Assist with ordering food for meetings/events • Various front office duties when Pat/Lansing are unavailable