This organization chart shows units supported by the Executive Office Shared Services team. This does not show all the units reporting to the President and Provost.
EXECUTIVE OFFICE SHARED SERVICES

Kim Dinh
Senior Director

Strategic resource planning and oversight of organizational policies related to business operations, human resources and finance

Maria MacGregor
Assistant Director

Stephanie So
Administrative Specialist

Emilee Nowlin
Administrative Specialist

Human Resources
- Recruitment and Hiring
- Workday transactions
- Consultations on policies and procedures

Finance
- Revenue and expense projections
- Expense accounting and reconciliation
- Rates and fee analysis and consultation
- Grants and contracts consultation and administration

Procurement & Travel
- Reimbursement transactions
- Consultation on allowable spending policy and reimbursement procedures
- Manage vendor contracts/agreements including competitive solicitations

Kristen Erickson
Administrative Specialist

Front Desk Management
- Main point of contact
- Phone call management
- Maintain reception area

Procurement & Travel
- Reimbursement transactions
- Payment transactions
- Building Coordinator
- Surplus Management

Haley Toves
Records Analyst

Executive Office Records Management
- Public Records Requests
- Inventory Management