WHAT DO WE DO?

US

HELP US HELP YOU...

Since there are over 150 of you & less than 5 of us, our time is best spent doing these tasks:

• We are around to answer questions, give advice, be your personal information broker about the ways of Agnes Scott.
• We can reserve event space, and handle coordinating food service, media needs, etc.
• We order supplies at the request of faculty members with the permission of the department chair.
• We keep the website updated - (probably our biggest help to you will be with information.) The Faculty Services web site is designed to be a one-stop-shop for what you need. The address is on the bottom of the bookmark or you can just type in agnesscott.edu/facultyservices.
• We update faculty profiles on the website (Meet the faculty), and make edits to academic department pages. Submit web change requests here: https://goo.gl/forms/jH7Qbd4y3aip99Eb2
• We update important dates and provide you with planning calendars to include with your google calendar.
• We partner with ITS to provide first-line support for technology issues. We are closer and might be able to help you with your problem. If we can’t solve it, or it falls outside of our expertise, we can contact ITS for you.
• We keep a record of syllabi for courses taught at the college. Please submit your syllabi to Faculty Services at the beginning of each semester.
• One of us keeps the procession list updated and post it before convocations. We send the info out to faculty and ask for RSVP if they’re not attending.
• We collect PAR reports and remind faculty when they are due.
• We assist departments with completing the course schedule documents that go to the registrar in the spring.
• We assist in making flyers or other graphic materials for most departmental events.
• We attend faculty and FEC meetings, providing tech support and taking minutes.

BECAUSE THESE TASKS REQUIRE YOUR PERSONAL INFORMATION OR ID IT’S BEST FOR YOU TO TAKE CARE OF THEM PERSONALLY:

• Reserving flights, hotels, and travel accommodations. Please keep all receipts and records for a speedy reimbursement OR check out a p-card from Emily Kandetzki by clicking on the link in her very comprehensive page on the college’s website: https://www.agnesscott.edu/sponsoredprograms/AA-director-of-accounts-for-AA-and-SP.html
• Making copies/scans/printing using the fancy dancy new printers on campus. (it requires your ID, which we would rather not keep up with). HOWEVER, if you have a big print job that requires off campus printing, we are happy to coordinate that for you!

STUDENT WORKERS CAN HELP WITH THESE JOBS:

• Scanning materials for your courses
• Picking up and dropping off items at the library or other errands around campus
• Printing, copying, scanning using your ID (if you trust them!)
• Faculty Services ALSO has student workers, but tasks like this will need to be completed when students are on duty.