



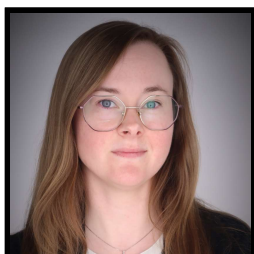
VANDERBILT
UNIVERSITY

Department of Mathematics Administrative Staff Team



Ashley Brammer, *Administrative Officer*

- Departmental Lead & HCM
 - Faculty Payroll/Summer Salary
 - Payroll/Effort Costing Changes
- Liaison to the Dean's Office
- Support to the Chair



Paige Ellenberger, *Administrative Manager*

- Financial Unit Manager (FUM)
- Purchasing/Software Store Approvals
- Seminar Budgeting
- Facilities Projects



Tori Taylor, *Program Manager*

- Faculty & Postdoctoral Affairs
 - (Re-)Appointments & visa needs
 - Recruitment/Hiring
- Departmental Event/Conference/Workshop Planning



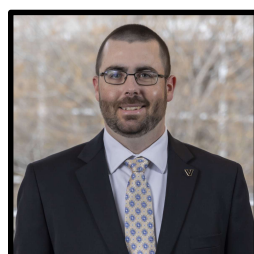
Savannah Magsby, *Program Coordinator, Student Affairs*

- Course Graders
- Colloquia Planning
- Graduate Payroll
- Graduate Student TA/RA Assignment
- Academic Milestones/Forms



Dylan Rominger, *Program Specialist, Student Affairs*

- Graduate Student Office Assignments & Keys
- Student Enrollment & Brightspace Access
- Student Travel & Expense Report Assistance
- Student Event Support



Robert Hose, *Administrative Specialist*

- Facilities Work Orders
- Purchasing
- Space Reservations
- Visitor Travel & Math Seminar Logistics