

## SPDC Staff Duties, Schedules, and Contact Info

Updated: August 19, 2024

### Office Schedule

Staff	Monday	Tuesday	Wednesday	Thursday	Friday
Andrew			X	X	X
Caroline	X	X	X		
Erin		X	X	X	
Jordan		X	X	X	
Koby	X	X	X		
Mary Beth	X		X		X

### Contact Information

Janelle Curtis (finance): [jcurtis@msu.edu](mailto:jcurtis@msu.edu), 517-353-9606

Mary Beth Graebert (HR, finance, building issues): [lakemary@msu.edu](mailto:lakemary@msu.edu), 517-353-5274

Caroline Hart (undergrad student support & hiring): [hartc@msu.edu](mailto:hartc@msu.edu), 517-432-3393

Jordan Kenyon (graduate program coordinator): [kenyonj6@msu.edu](mailto:kenyonj6@msu.edu), 517-353-9054

Erin Mulligan (director's assistant): [klavoner@msu.edu](mailto:klavoner@msu.edu), 517-884-3957

Andrew Orlando (communications coordinator): [orland21@msu.edu](mailto:orland21@msu.edu), 517-353-4454

Koby Rounds (travel, finance preparer, 24/7): [roundsko@msu.edu](mailto:roundsko@msu.edu), 517-353-7880

### Office Staff Duties

**Janelle Curtis**, Accountant, monitors SPDC accounts, reconciles transactions, ensures compliance with university policies, processes salary redistributions, produces special financial reports (e.g., accreditation), assists with endowment/scholarship expenditures, issues copy codes, and approves bi-weekly payroll. Back-up for Mary Beth as Fiscal Officer Delegate.

**Mary Beth Graebert**, Director of Finance & HR, is responsible for managing budgets, processing HR transactions for faculty and staff, auditing/approving financial documents, managing faculty position searches, handling building operation issues, supervising office staff, assisting with continuation/internal grant proposals, and post-award accounting on grants.

**Caroline Hart**, Undergraduate Program Assistant, is responsible for processing course scheduling and curriculum changes and overrides; processing scholarships and donor thank you letters; compiling undergraduate data for accreditation; assisting undergrad advisors with student issues; processing HR forms for student and temp/on-call appointments; and processes student/temp payroll; monitoring biweekly payroll for hourly employees.

**Jordan Kenyon**, Graduate Program Coordinator, assists current and prospective students; assists on graduate student admissions/facilitation; processes graduate assistantships and

scholarships/fellowships; updates graduate curriculum and handbook; and compiles student data for accreditation, admissions, etc.

**Erin Mulligan**, Assistant to Director, assists with scheduling for Director, Jun-Hyun Kim, coordinate and setup Zoom meetings, coordinate with search chair in scheduling faculty searches, processes J-1 visas for visiting scholars, schedules annual reviews for faculty, coordinates the RPT (Reappointment, Promotion and Tenure) process, processes (re) appointments for fixed term faculty, organizes accreditation reporting and site visits, and processes overload/special pay.

**Andrew Orlando**, Communications Coordinator, manages web content and social media, updates branding material, writes articles on SPDC news, coordinates communications for NCI, and assists with event planning.

**Dylan Pardee**, IT Professional, helps with troubleshooting computer and printer issues and manages technology inventory databases.

**Koby Rounds**, Receptionist/Finance Doc Preparer, provides main office phone support, ordering supplies, processing travel requests and expense reports for guests, purchasing faculty conference registrations and membership renewals, processing invoices, parking requests, managing 24/7 building access and keys, scheduling rooms for meetings/events, and coordinating travel documents for students, class field trips, and university vehicles.