Exercise to generate initial list of common and unique functions by cluster.

**Justice and Security**
Who: Faculty
Common Functions:
- Scheduling, student contact
- Budget, tracking
- Supply and ordering, chemical (OSHA)

Unique Functions:
- Scheduling, student contact
- Budget, tracking
- Supply and ordering, chemical (OSHA)

Who: Faculty
Common Functions: [blank]
Unique Functions:
- Coordinates all advising
- Monitors all practicum paper work

**Tourism, Environment & Sustainable Development**
Who: [blank]
Common Functions:
- Primary point of contact for cluster for students, faculty, etc.
- Scheduling courses
- Communication, internal and web
- Budget
- Ordering supplies and lab and field equipment
- Tracking and performing inventory of equipment

Unique Functions:
- Transportation for field trips
- Graduate student needs and office space
- Coordinating courses cross-listed as undergraduate and graduate
- Research support

Who: Faculty
Common Functions:
- Communication/PR
- Contracts, proposals, budget administration
- Interface for students

Unique Functions:
• Grants, research, and coordination of IDC
• Graduate student needs

Who:
Common Functions:
• On the ground face of programs/cluster
• Support to facility in so many ways
• Budget tracking
Unique Functions:
• Chemicals supply, ordering, handling
• Travel/field trips
• Guest speakers

**Innovation & Entrepreneurship**
Who: [Blank]
Common Functions:
• Scheduling
Unique Functions:
• Accreditations
• Grant funding
• Internship site management

Who: Faculty
Common Functions:
• Scheduling
• Student engagement (advising, intern)
• Project evaluation and funding
Unique Functions:
• P&T (faculty welfare)
• Accreditation (program review)

Who: Faculty
Common Functions:
• Scheduling
• Project funding and management
• Socializing and team building
• Communication and market
• Student interaction
Unique Functions:
• Program review and curriculum design
• Grant funding
• Dissertations

Who: Faculty and other
Common Functions:
• Student support services
• Faculty/TL support
• Leadership support
Unique Functions:
• Accreditation and affirmation
• Faculty and teaching lecturers
• Scheduling, programs, graduate and undergraduate
• Event planning and facilitation of student organizations and alumni
• Budget management

Who: [Blank]
Common Functions:
• Events planning and support
• Student services
• Class scheduling
Unique Functions:
• Makeup of enrollments (GR/UG/both)
• Primary method of course delivery (face to face, online, off campus, etc.)

Who: Faculty
Common Functions:
• Scheduling, graduate programs (25)
• CC, forms students, student interactions and communication
• Calendars, meetings, website
Unique Functions:
• Dissertation process, committees, defenses, celebrations and events
• Grant and research billing and monitoring
• Oversight of GA

Who: Faculty
Common Functions:
• Customer service for faculty and student relationships
• Financial: processing purchase and reimbursement
• Marketing
Unique Functions:
- Types of data collected
- Scheduling requirements
- Resource management

**Exploration & Diversity**

Who: Faculty

Common Functions:
- Budget tracking
- Ordering and receiving
- Point of contact and communication
- Overall organization (aka herding cats) including tracking schedules and collecting syllabi
- Getting things fixed

Unique Functions:
- Chemistry: OSHA/EPA compliance with ordering and receiving
- Grant tracking

Who: Faculty

Common Functions:
- Scheduling
- First point of contact for department
- Managing student workers

Unique Functions:
- Ordering/managing specialized supplies
- Budget management
- Equipment contractors and maintenance
- Handling toxics

Who: Administrative Assistant

Common Functions:
- Face of the office
- Student support
- Other duties as assigned as they come to the door

Unique Functions:
- Event scheduling
- Sharing myself with other department

Who: Administrative Assistant

Common Functions:
- Physical presence in each building
- Someone to help with student, faculty and general public needs
- Scheduling classes, rooms, and meetings
- Ordering supplies for programs

Unique Functions:
- Ordering chemicals, lab supplies, and field work items
- OSHA issues

Who: Administrative Assistant

Common Functions:
- Student worker management and supervision
- Physical presence for faculty, staff, students, etc. seeking help
- Contact for program
- Scheduling
- Communicate policies

Unique Functions:
- Contracts for partners, guests, etc.
- Event planning (award ceremony, workshops)
- Honor society

Who: Faculty

Common Functions:
- Physical presence and reception
- Scheduling courses

Unique Functions:
- Advising
- ePort workshopping and troubleshooting
- Textbook edits
- Contract support, including changes
- Paperwork and communications with registrar
- Follow-up on council business
- Process sheets and records
- Intake advising beyond majors
- GI bill provisional contracts

Who: Faculty

Common Functions:
- Scheduling
- Budget
- Presence

Unique Functions:
- Ordering
- Handling toxics
- Graduate and undergraduate courses and need (especially summer)

Who: Faculty
Common Functions:
- Know the discipline
- Know the faculty in the discipline
- Be physically present
Unique Functions:
- Run animal labs

**Health & Human Enrichment**
Who: Faculty
Common Functions:
- Buying supplies and tracking spending/budget
- Rental cars for travel
- Interface with students for general support
Unique Functions:
- Travel to conferences
- Lots of different disciplines to help
- Diverse needs of various programs
- Managing partnerships
- Website management
- Event management

Who: Faculty
Common Functions:
- Be the face of the office
- Keep track of the budget
- Upload/keep website current
Unique Functions:
- Run reports

Who: [Blank]
Common Functions:
- Run reports
- Support students, faculty
- Website upkeep
Unique Functions:
• Serving 40+ teaching lecturers
• Large multidisciplinary department – equipment intensive
• Travel/student
• Number of FOAPALS
• Accreditation support
• Event support
• Assist with clinical sites/contracts

Who: Administrative Assistant
Common Functions:
• Student support
• Budget support
• Faculty support
Unique Functions:
• Accreditation support
• Scheduling
• Site visit support/clinical
• Website
• Events
• Supplies
• Calendar
• Contracts
• Reports

Who: Faculty
Common Functions:
• Answering the phone,
• Order office supplies
• Office management
• Organizing/schedule/manage events: pinning, advisory council conference
Unique Functions:
• Accreditation requirements
• Lab supplies: ordering, maintaining, buying, and tracking
• Clinical placements and practice partner contracts

Who: Faculty
Common Functions:
• Accreditation report support, financial reports and manage
• Program assessment documentation
• Website maintenance
• Student paperwork, regulations, faculty/course information collection
Unique Functions:
- Purchasing support
- Coordination of equipment safety
- Working – full time on campus doctoral students
- Being there to do what is needed
- Teaching lecturer contracts and paperwork

Who: Faculty
Common Functions:
- Scheduling, processing paperwork for teaching lecturers and new faculty
- Fielding questions from students, various constituencies
- Preparing PR materials on programs for open houses, website, minors fair, etc.
- Department functions – organizing
- Field trip logistics
- Posting information about events

Unique Functions:
- Language placement exam – coordinating, scheduling, providing information

Education, Democracy & Social Change
Who: Faculty
Common Functions:
- Communication
- Immediate assistance for day-to-day needs

Unique Functions:

Who: Faculty and chair
Common Functions:
- Cluster meeting coordination and commentator
- Budget – expenditures

Unique Functions: [Blank]

Who: Holmes Center
Common Functions:
- Data – Praxis
- Student support/resource
- Financial communication
- Points budget

Unique Functions:
- Taskstream – data
- Recommend – NHDOE certs
• Internships
• Mentor teacher – communication
• School partnerships

Who: Faculty
Common Functions:
• Scheduling: courses, meetings, class activities
• Communication
• Assisting faculty and teaching lecturers
• Budgets
• Work orders
• Ordering
• Liaison between offices and departments
• Student support
Unique Functions:
• Records, data, Praxis, certification

Who: Administrative Assistant
Common Functions:
• Faculty (including teaching lecturers), student support
• Financial back-up – transactions
• Face of office/connection to other departments/offices
Unique Functions:
• Contact for mentor teachers (cohort)
• Functions in regards to EEYD pinning ceremony/EC showcase

**Arts & Technologies**
Who: Faculty
Common Functions:
• Operations – buildings, facilities, etc.
• Scheduling
• Financial/budget
Unique Functions:
• Labs/equipment/specialized specs
• Personnel

Who: Faculty
Common Functions:
• Budget
• Communication
• Scheduling

Unique Functions:
  • Contracting/hiring
  • OSHA auditions, specific equipment
  • Instructors, performance spaces
  • PR and marketing needs, events
  • Specific sets of specialists

Who: Faculty

Common Functions:
  • Make sure the house is in poster
  • Point of contact
  • Front end of the program/discipline

Unique Functions:
  • Address the technical issue
  • Maintainer of the lab
  • Standard faculty
  • Technical specialty

Who: Administrative Assistant

Common Functions:
  • Scheduling
  • Student support in all forms
  • Contracting and hiring

Unique Functions:
  • Scheduling auditions for incoming students for MTD
  • Ticket revenue tracking and marketing
  • Scheduling and planning MTD events and equipment inventory and maintenance
  • Specialized contracts for performers

Who: Faculty and Administrative Assistant

Common Functions:
  • Operations
  • Budgets
  • Communication
  • Scheduling
  • Overall support to our students
  • Project management

Unique Functions:
  • Personnel
- Space
- Equipment needs

Who: Administrative Assistant

Common Functions:
- Interactions with student
- Operational support
- Communication and project development

Unique Functions:
- Software changes – keeping lab current
- Chemical inventory and tracking
- Auditions

Who: Faculty

Common Functions:
- Curriculum scheduling
- Equipment management

Unique Functions:
- Performance production tasks
- Management of intake auditions and interviews