### A Guide to Administrative Support in Arts West for Women’s & Gender Studies

#### ASSISTANT CHAIR, ADMINISTRATION
- Joanne McKinnon  
  780.492.0130  
  jmckinno@ualberta.ca  
  2-30 Assiniboia Hall
  - Budgets (Operating, Human Resources, Special Projects)
  - Personnel Management (support staff)
  - Resource and Strategic Planning

#### RESEARCH ADMINISTRATOR
- Elizabeth French  
  780.492.4190  
  efrench@ualberta.ca  
  4-32A Assiniboia Hall
  - Research funding opportunities, applications, and project budgeting
  - U of A and external granting agencies policies and procedures
  - Travel and Expense advice (including self-entry process)
  - Grant reconciliation
  - Research personnel

#### EXECUTIVE ASSISTANT / ADMINISTRATIVE ASSISTANT
- Lex Bos  
  780.492.3459  
  lbos@ualberta.ca  
  1-17 Assiniboia Hall
  - FEC, tenure and promotion processes.
  - Academic recruitment and appointment
  - Admin support to Chairs, including special projects
  - Special Events planning and organization
  - Travel and accommodation arrangements for Post Docs, Visiting Scholars, etc.
  - Meeting schedules
  - Facilities (keys, cards, codes, maintenance)
  - Xerox (codes, how-to, maintenance/repairs)

#### GRADUATE STUDENT ADMINISTRATOR
- Gail Mathew  
  780.492.2368  
  gmathew@ualberta.ca  
  2-29 Assiniboia Hall
  - Graduate Student Advising
  - Graduate Programs regulations and policies (Dept/Fac/FGSR)
  - Graduate Programs information (website and documents)
  - Graduate student recruitment/applications
  - FGSR and other Grad Scholarships and awards information
  - Graduate Committees support
  - Graduate Student Orientations
  - Enrollment & Admission statistics

#### UNDERGRADUATE ADMINISTRATOR
- Heather McDonald  
  780.492.2836  
  hmcdonal@ualberta.ca  
  3-31 Pembina Hall
  - Student advising (role is evolving)
  - Undergraduate awards administration
  - Registration issues and changes
  - Program information (& website updates)
  - Course syllabi/final exams/class schedules
  - Undergrad Student Associations

#### BACK UPS...
- Santhi Thomas  
  EA/AA, Philosophy  
  780.492.4102  
  santhi@ualberta.ca  
  2-40 Assiniboia Hall
- Lora Slobodian  
  EA/AA, East Asian Studies  
  780.492.3038  
  lgs4@ualberta.ca  
  3-37 Pembina Hall
- Vanessa Ianson  
  EA/AA, Linguistics  
  780.248.1200  
  ianson@ualberta.ca  
  4-32 Assiniboia Hall
- Kayann Ferguson  
  UA, Linguistics/Philosophy  
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  kayann.ferguson@ualberta.ca  
  2-45 Assiniboia Hall