

**FULL-TIME FACULTY SUPPORT ASSIGNMENTS
2013-2014**

Johnson Art Center ADMINISTRATIVE ASSISTANT (12 months)	Lentz Hall ADMINISTRATIVE ASSISTANT (12 months)	David Straz Center ADMINISTRATIVE ASSISTANT (12 months)	Education Department ADMINISTRATIVE ASSISTANT (12 months)	Clausen Center ADMINISTRATIVE ASSISTANT (9 months)	Interdisciplinary Studies Division ADMINISTRATIVE ASSISTANT (12 months)	EXECUTIVE ASSISTANT to the Provost (12 months)
KYLEE FLISTER	SUSAN GROVER	LISA CRUMBLE	JOSIE KICK	DEBORAH USINGER	CINDY WELCH	WENDY WILLIAMS
JAC 211, Ext. 5859	LH 316, Ext. 5823	DSC 209, Ext. 5856	LH 324, Ext. 5826	CC 213, Ext. 5833	LH 235, Ext. 5742	LH 303, Ext. 5850
kflister@ carthage.edu	sgrover@ carthage.edu	lcrumble@ carthage.edu	jkick@ carthage.edu	dusinger@ carthage.edu	cwelch@carthage.edu	wwilliams@ carthage.edu
Herschel Kruger, Supervisor	Maria Carrig, Jonathan Marshall Supervisors	Kevin Crosby, Supervisor	Paul Zavada, Supervisor	Jonathan Marshall Supervisor	Christine Renaud, Supervisor	Julio Rivera, Supervisor
Provides administrative support for faculty with offices in JAC. Divisional support for Fine Arts and related departments/programs. Provides administrative support to faculty during the summer months.	Provides administrative support for faculty with offices in LH (except for Education Division, and Interdisciplinary Studies Division), and the Associate Provost. Divisional support for Humanities and Social Science Divisions. Provides administrative support to faculty and the Executive Assistant during the summer months.	Provides administrative support for faculty with offices in DSC and others as designated by supervisor. Divisional support for Natural Science and related departments/programs. Provides administrative support to faculty during the summer months.	Provides administrative support for faculty in the Education Division. Divisional Support for Education Department. Provides administrative support to faculty during the summer months.	Provides administrative support for faculty with offices in Clausen Center. Responsible for IRB.	Provides administrative support for faculty in the Interdisciplinary Studies Division. Provides administrative support to faculty during the summer months.	Assistant to the Provost Coordinates faculty administrative assistants.