

**Front Office Duties/Responsibilities  
School of Interdisciplinary Studies**

Revised 2/11/2005 bke

Calendar:

January	<ul style="list-style-type: none"> <li>▪ Classes begin</li> <li>▪ Drop/Add</li> <li>▪ Late Registration</li> <li>▪ Override Processing for Spring</li> </ul>
February	<ul style="list-style-type: none"> <li>▪ Unrestricted withdrawal</li> <li>▪ Prepare graduation information</li> </ul>
March	<ul style="list-style-type: none"> <li>▪ March 1 Textbook orders due for Summer Sessions</li> <li>▪ Restricted withdrawal deadline</li> <li>▪ Spring graduation filing date</li> <li>▪ Convocation announcements mailed to eligible students</li> <li>▪ Midterm grade rosters due</li> </ul>
April	<ul style="list-style-type: none"> <li>▪ April 1 Textbook orders due for Fall</li> <li>▪ BIS 401 applications due for Summer (8-week session)</li> <li>▪ Restricted complete withdrawal deadline</li> <li>▪ Pre-Registration for Fall</li> <li>▪ Preparation and Distribution of Course/Faculty Evaluations (2 weeks prior to last day of class)</li> </ul>
May	<ul style="list-style-type: none"> <li>▪ Classes end</li> <li>▪ Course/Faculty Evaluations due and delivered to University Testing Services (UTS) (Payne 310)</li> <li>▪ Type written comments and distribute packets to faculty; make a copy for BIS Director</li> <li>▪ Final Grades due</li> <li>▪ Commencement and Convocation</li> <li>▪ Summer late registration</li> <li>▪ Drop/Add</li> <li>▪ Override Processing for Summer Sessions</li> </ul>
June	<ul style="list-style-type: none"> <li>▪ Preparation and Distribution of Course/Faculty Evaluations for Summer 1</li> <li>▪ Deliver to University Testing Services</li> <li>▪ Type written comments and distribute packets to faculty; make a copy for BIS Director</li> </ul>
July	<ul style="list-style-type: none"> <li>▪ BIS 401 applications due for Fall</li> <li>▪ Preparation and Distribution of Course/Faculty Evaluations for Summer 2 and 8-week sessions (except internet classes)</li> <li>▪ Deliver to UTS</li> <li>▪ Type comments and make a copy for BIS Director</li> </ul>

August	<ul style="list-style-type: none"> <li>▪ Classes start</li> <li>▪ Print <i>Semester Calendar</i> from <a href="http://www.asu.edu">http://www.asu.edu</a></li> <li>▪ Summer Commencement; No BIS Convocation</li> </ul>
September	
October	<ul style="list-style-type: none"> <li>▪ October 1 Textbook orders due for Spring</li> <li>▪ Mail Convocation information to eligible students</li> </ul>
November	<ul style="list-style-type: none"> <li>▪ BIS 401 applications due for Spring</li> <li>▪ Pre-Registration for Spring</li> <li>▪ Preparation and Distribution of Course/Faculty Evaluations</li> </ul>
December	<ul style="list-style-type: none"> <li>▪ Final grades due</li> <li>▪ Deliver Course/Faculty Evaluations to UTS</li> <li>▪ Type written comments, make copy for BIS Director, and distribute to faculty</li> <li>▪ Commencement/Convocation</li> </ul>

### Daily Responsibilities

Call DPS at 965-3456 or 911 in case of Emergency or disruptive student situation.

#### I. Answer multi-line phone

- a. Take messages and forward to correct recipient
- b. Respond to student concerns questions via phone conversation
- c. Assist faculty and other staff members with degree-related questions

#### II. Student Service

- a. Resolve degree-related problems
- b. Schedule appointments with Assistant Director or Director as necessary.
- c. File student work and forms, maintenance of files.
- d. Retrieve student work from the store room.
- e. Maintain store room.

#### III. Track Zone Keys

- a. Check log book to track missing or lost keys

**IV. Web Page Updates**

- a. Work with Web Publishing Specialist to make changes and updates to BIS website.

**V. Office Equipment & Maintenance**

- a. Alert Office Machines & Repairs of any damage or malfunction to office equipment (i.e. copier, fax).
- b. Copy/fax office or class documents.

**Monthly Responsibilities**

**I. Inventory of Supplies**

- a. Take count of all supplies in supply cabinet
  - Forward supply count to Office Manager

**Semester Responsibilities**

**I. Syllabi Collection**

- a. Obtain electronic copies of each faculty member's syllabus for Departmental records each semester/session
  - File syllabi on server under 'BIS Office'

**II. Course/Faculty Evaluations**

- a. Prepare and Distribute to faculty two (2) weeks prior to last day of semester/session
- b. Evaluations must be turned in by 5:00pm on the last day of classes
- c. Send green NCS forms to UTS for processing
- d. Type written comments; make copies for BIS Director
- e. Distribute written comments along with printout from UTS once UTS has finished processing evaluations

**III. Grade Changes**

- a. Make sure instructor and Dean or Department Chair has signed the authorization form
- b. Make a copy for the student's file
- c. Take authorization for grade change form to the Records Section in Student Services (First Floor)