Support Staff Members are typically available Monday - Friday, from 8:30am - 12:00pm, 1:00pm - 4:30pm. If you require services by 1:00pm, please make arrangements before 12:00pm, when Staff Members are available to assist.

Front Desk, 209 Human Ecology

Pamela Gordon, Receptionist
Pamela.Gordon@umanitoba.ca, 204-474-8508

- A/V Requests
- Courier
- Email Notices Distribution
- Equipment Bookings
- General Inquiries
- Keys (backup to Taylor)
- Mail Distribution
- Payroll of all sessional instructors, student research assistants, grader/markers and TAs, research support offer (GO, HNS and TXS)
- Photocopy Codes
- Physical Plant Requests (backup to Helen)
- Room Bookings (Astra)
- SEEQ Distribution
- Unlocking Rooms (Computer Lab, Rooms by request during office hours)
- Website Updates (Redot)
- Xerox Troubleshooting (Printers)
Student Services, Undergraduate Studies

Alisa Claman, Academic Advisor
Alisa.Claman@umanitoba.ca, 204-474-9759

- Course Permissions (re: undergraduate studies)
- Email Moderator
- General Inquiries
- Program Planning
- Program Review
- Recruitment
- Registration

Brigitte Wiebe, Student Services Coordinator
Brigitte.Wiebe@umanitoba.ca, 204-474-9298

- Astra Management
- Aurora Management
- Email Moderator (re: undergraduate studies)
- Program Accessibility
- Program Review
- Program Exemptions
- Recruitment
- Schedule all Human Ecology courses
- Scholarships, Awards, Bursaries
- Supervises Student Services Staff

Maria Knaus, Community Based Learning Coordinator
Maria.Knaus@umanitoba.ca, 204-474-9298

- Assists Academic Staff and Students by Coordinating Learning Activities
- Liaison for site visits, interviews, practicum placement
- Resource for Community Based Volunteer Work
- Resource for Dietetic Internship
- Undergraduate Dietetics Program Committee

Student Services, Graduate Studies

Taylor Friesen, Grad Program Assistant
Taylor.Friesen@umanitoba.ca, 204-474-7045

- Email Moderator
- Program Inquiries (re: graduate studies)
- Graduate Studies Liaison
- Reconciliation (submit all receipts for reconciliation to Taylor)
- Key Requests
- Office Space Allocation
- Room Bookings (backup to Pamela)
- Appointment Forms (HNS) – i.e. scholarships, student research assistant, etc.
Dean’s Office

Helen Sokoloski, Confidential Assistant to the Dean
Helen.Sokoloski@umanitoba.ca, 204-474-9704

- Approving Concur and EPIC
- Asset Disposal
- Budgets and Grants Inquiries
- Custodial Services Requests
- Dean’s Schedule and Requests
- Email Moderator
- Gift Distribution (Speakers, HESO)
- HESO Concerns
- HR Concerns, Appointments (General Office)
- Human Ecology Faculty Handbook
- Lobbying Activities Report
- Meetings, Minutes:
  - Academic Search
  - Department Heads
  - Curriculum
  - Faculty Endowment
  - Faculty Council
  - Interdisciplinary Health Program
  - Promotion/Tenure
  - TXS Department Meetings
- Order, maintain, assist with Grand & Toy Supplies (Human Ecology)
- Physical Plant Requests
- Research/Study Leaves
- Risk Management
- Tenure/Promotion
- Urgent Matters

Jocelyne Gaudet, Project Coordinator
Jocelyne.Gaudet@umanitoba.ca, 204-474-8049

- REACH-UM Approvals
- Supervising General Office Support Staff
Family Social Sciences (FSS)

Shelly Goodacre, Office Assistant
Shelly.Goodacre@umanitoba.ca, 204-474-9225

- Adjunct Appointments
- Administrative Support to FSS Department Head & Department Members
- Administrative Support to Sessional Instructors (Course outlines, exams, deferred exams, textbook orders, audio visual requests, etc.) (*FSS, IHP*)
- Backup for Pamela Gordon (Payroll, TXS)
- Concur Assistance
  - Graduates (*FSS, IHP*)
  - Staff/Sessionals (*FSS, IHP*)
- Department Visa (purchases and reconciliation)
- EPIC Assistance
  - Graduates (*FSS, IHP*)
  - Staff/Sessionals (*FSS, IHP*)
- Events
  - Annual FSS Meet & Greet
  - Annual FSS Graduate Student Research Symposium
  - Posters/Flyers/Electronic communications
- Meetings, Minutes
  - FSS Department Council Meetings
  - FSS Department Faculty Meetings
- Payroll of all sessional instructors, student research assistants, grader/markers and TAs, research support officer (*FSS, IHP*)
- REACH-UM (posting and hiring of all sessional instructors, student research assistants, grader/markers and TAs and research support officer) *FSS, IHP*
Human Nutritional Sciences (HNS)


Pam Gauthier, Office Assistant
Pam.Gauthier@umanitoba.ca, 204-474-9901

- Administrative Support for the HNS Undergraduate Committee and Dietetics Focus Committee (minutes and forms)
- Administrative Support for Sessional Instructors (Course outlines, exams, deferred exams, textbook orders, audio visual requests, etc.)
- Concur Assistance
  - Staff/Sessionals (HNS)
- Department Head’s Schedule
- EPIC Assistance
  - Graduates (HNS)
  - Staff/Sessionals (HNS)
- HNS Department
  - Adjunct Appointments
  - Administrative support for HNS Department Council Meetings
  - Administrative support for HNS Department Head and Department Members
  - Business and Travel expense claims for visitors and students
  - Correspondence for Graduate Students requiring Head’s signature
  - Department Visa – conference registrations, membership renewals, equipment and/or service purchases, reconciliation of department Visa
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