

Lake Erie Center Personnel Flowchart Responsibilities

<p>Director Carol A. Stepien</p> <ol style="list-style-type: none"> 1. Program planning & Coordination (Research = primary, secondary=Education & outreach) 2. Grant Writing for the LEC 3. LEC Staff Supervision 4. Budgetary Approval 5. Interfacing with the University & the Research & Great Lakes Communities 6. Grow graduate & undergraduate research programs
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<p align="center">LEC Building Operator <i>Mr. Christopher Bloomfield</i></p> <ol style="list-style-type: none"> 1. Maintenance, cleanliness, & organization of LEC, buildings, boats, vehicles, and equipment 2. Event set-up & take-down 3. Pick up campus mail 4. Chemical and lab safety 5. Manage & implement recycling 6. Oversee LEC aquaria 7. Scheduling of vans and boats 8. Supervision of cleaning & grounds staff 9. Set up Tours, class arrangements 10. Assist director, education program coordinator, communications & technology specialist, and secretary in planning & events 	<p align="center">LEC Communication & Technology Specialist <i>Ms. Meredith Gray</i></p> <ol style="list-style-type: none"> 1. Web site presentation, brochures, media coverage, publicity 2. Online services and server maintenance 3. Coordinate and implement computer technology 4. Metadata analysis and presentation 5. Coordination and presentation of data among researchers, agencies, UT, and the LEC 6. Poster printing, displays and brochures 7. Videotaping and write-ups of LEC events and research & education programs 8. Design & improve presentation displays in LEC lobby & throughout LEC 9. Help LEC director & Secretary 	<p align="center">LEC Secretary <i>Ms. Patricia Uzmann</i></p> <ol style="list-style-type: none"> 1. Answer phone, mail 2. Ordering and purchasing 3. Overseeing budget and bookkeeping* for LEC and LEC grants 4. Oversee contracts and LEC personnel and student time cards, benefits, sick time, vacation time, tuition waivers, stipends, etc. 5. Book rooms and events at LEC 6. Plan LEC travel 7. Help to set up LEC events 8. Place ads in media and help LEC Communications Coordinator with publicity and p.r. for LEC events 9. Help LEC Facility Manager and director with Events <p>* not in formal job description</p>	<p align="center">LEC Education Program Manager <i>Ms. Rachel Lohner</i></p> <ol style="list-style-type: none"> 1. Work with Director, PIs to manage the NSF Gk-12 program 2. Interface between the high schools, students, teachers, graduate fellows, and learning community for the Gk-12 program and the undergraduates and their labs and mentors for the new NSF URM program 3. Coordinate education program evaluation, presentations, reports to granting agencies 4. Write and submit scientific and education peer-reviewed journal papers on above. 5. Help to develop, write grants, and manage existing and new programs 6. Work with Communication specialist to advertise programs, 7. Manage recruitment for programs 8. Run & teach kids camp and outreach programs
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