

General Support and Activities

- Coordinate Editor Position to support Engineering Faculty and Graduate Students
- Coordinate Engineering WebEx Account
- Coordinate National Academy of Engineering and Eyestone Lecture Series

Research Activities

- Manage State Funds Provided Through Engineering Experiment Station (EES) funding to Advance Research Activities in Engineering
- Represent College of Engineering on Research Associate Deans Council
- Coordinate Matching and Cost-Share requirements with Engineering PIs and Office of Research
- Coordinate Faculty Start-Up Support Packages with Department Heads and Office of Research
- Approve Research Proposals on behalf of College of Engineering
- Provide staff support for proposal development for untenured faculty and large (>\$1M) proposals
- Develop and Implement Programs on Faculty and Staff Development
 - Untenured Faculty Network
 - Research Staff Network
 - Other Professional Development Activities
- Manage Endowed Graduate Fellowships and Undergraduate Research Awards
- Manage Frankenhoff Award and other Research Awards
- Oversee Engineering Extension Services

Graduate Student Activities

- Work with Engineering Graduate Student Advisory Council
- Develop and Implement Professional Development and Networking activities for Graduate Students
- Coordinate Graduate Student Recruitment for College of Engineering
- Collaborate with Graduate School and Office of International Programs on graduate student issues

Distance Education and Continuing Education Activities

- Coordinate and Approve Distance Education Classes with Departments
- Manage Engineering Video-Classroom Staff and Resources
- Schedule of Engineering Video-Classrooms
- Coordinate training on Best Practices for Distance Education
- Sponsor Annual DCE Travel Grant for Faculty

Environmental Health and Safety Activities

- Coordinate and Schedule Regular Safety Related Training
- Work with Engineering Safety Committee to maintain appropriate work environment
- Check annually safety related materials in Engineering offices, laboratories and classrooms
- Provide regular checks of Engineering offices, laboratories and classrooms to ensure safe work environment for faculty, staff and students
- Work with federal, state and local inspectors for facilities inspections and coordinate updates or modifications to ensure a safe work environment