

## 2.1 Staff Roles

The department main office is located in Avery Hall 203. The department staff is available to help with many problems and questions that may arise. The following list indicates what areas of responsibility each staff member is in charge of.

- Tom Danaher ([tdanaher1@unl.edu](mailto:tdanaher1@unl.edu)) All financial and administrative support, questions connected to payroll, GTA appointments, office assignments, any questions connected to accounts or grants.
- Rex Dieter ([rdieter1@unl.edu](mailto:rdieter1@unl.edu)) Computer systems administrator. All computer related questions.
- Elizabeth "Liz" Yourokos ([eyourokos1@unl.edu](mailto:eyourokos1@unl.edu)) Main receptionist; travel arrangements (purchasing airline tickets, requesting funds, expense vouchers); mail, including FedEx; maintains supply inventory; recommendation letters for employment; room reservations for review sessions/exams; assistance with updating the department web pages; manages coffee and monthly phone billing; copy codes
- Lori Mueller ([lm Mueller2@unl.edu](mailto:lm Mueller2@unl.edu)) Undergraduate advising; class scheduling; curriculum changes; all class rosters; calculator checkout; final exams (preparations, room assignments); Math Placement Exam (MPE); Math Resource Center (MRC); Math Day; contact for posters, flyers, brochures; assistance with updating the department web pages.
- Marilyn Johnson ([mjohnson11@unl.edu](mailto:mjohnson11@unl.edu)) All questions connected with the Graduate program; grant proposal support/grant submissions; coordinate conferences, seminars, and workshops; assistance with updating the department web pages; main contact for purchasing.