



Department of History at UW-Madison

A Short Guide to Who Does What in our Department

Administrative

Committees/Governance

Department Administration Associate

- Faculty Council Agendas & Minutes (+ Department Chair)
- Departmental Calendars
- Department Meeting Agendas & Minutes
- Executive Committee Agendas & Minutes
- Department Elections
- Department Legislation (+ Department Chair)
- Faculty Senate (+ Department Administrator)
- Search Committee Support (+ Department Administrator)

Department Administrator

- Effort Reporting
- Divisional Committee (+ Department Chair)
- Budget Committee Support (+ Accountant)

Graduate Program Manager + Graduate Advisor

- Graduate Council Agenda & Minutes

Faculty Information

Department Administration Associate

- Activity Reports and CVs
- Chair's Correspondence, Appointments
- Deadlines for Faculty Grants and Awards
- Faculty Review, Promotion, & Award Nominating Committee Support
- Course Releases/Requesting Leaves (+ Department Administrator)
- Honorary Fellows/Department Visitors (+ HR Generalist)

Department Chair

- Mentors (+ Administration Associate)
- Tenure Clock (+ Department Administrator, Administration Associate)
- Tenure Dossier Administration (+ Department Administrator, Administration Associate)

Events & Travel

Outreach & Events Coordinator

- Guest Travel/Hotel Reservations
- Public Event Organization
- Event Publicity
- Lectures & Colloquia

Department Administration Associate

- Candidate Search Travel/Hotel Reservations
- Internal Event Organization
- Job Talks

Human Resources Generalist

- Travel Forms, Visa Applications

Graduate Program Manager + Graduate Advisor

- Graduate Program Event Organization

Undergraduate Program Manager

- Undergraduate Program Event Organization

Main Office Coordinator

- Room Reservation (within History Department)

Financial

Department Accountant

- Budgets
- Foundation Accounts/Trust Funds
- Fund Management
- Research Funding & Outside Grants

Financial Specialist

- E-Reimbursements
- Expense Accounting
- Insurance
- Purchasing

Financial (cont.)

Human Resources Generalist

- Employee Benefits
- Payroll

Front Desk

Main Office Coordinator + Student Office Assistants

- Mail
- Copier Services
- Office Supply Requests

Main Office Coordinator

- Faxes
- Records Disposal

Space Management & Maintenance

Main Office Coordinator + Student Office Assistants

- Access to Department Spaces

Main Office Coordinator

- Maintenance Requests
- Key Distribution & Collection
- Office Assignments & Furniture

Communications

Main Office Coordinator + Student Office Assistants

- Phone Calls & General E-mail

Outreach & Events Coordinator

- Social Media

Academic Planning

General

Curricular Coordinator

- Curricular/Class Request Forms
- Classroom Assignments, Change Requests
- Timetables, Course Listings
- Final Exam Schedules, Changes
- Course Evaluations

Undergraduate + Graduate Program Managers

- Course Proposals, Change Processes
- Registration Inquiries (+ Graduate Advisor)
- Course Registration Authorization
- Grade Changes

Main Office Coordinator

- Copying Syllabi, Exams
- Distributing Blue Books

AV Helpdesk (av@fpm.wisc.edu / (608) 890-4900)

- Classroom Media Support

Undergraduate Program

Undergraduate Program Coordinator

- Faculty Office Hours
- Syllabi Submissions
- Course Advertisement, Promotion
- Scholarships and Writing Prizes (+ Undergraduate Advisor)

Undergraduate Program (cont.)

Undergraduate Advisor

- Undergraduate Academic Advising
- Wait Lists and Course Permissions
- Peer Advisors

Graduate Program

Graduate Program Manager

- Fellowships and Awards
- Project Assistants (+ Graduate Advisor, HR Generalist)
- Teaching Assistants (+ Graduate Advisor)
- Prelims & Prospectus Scheduling (+ Graduate Advisor)

Graduate Advisor & Admissions Coordinator

- Admissions
- Dissertation Defense Scheduling
- TA Office Management
- Graders, Readers
- Graduate Newsletter
- Student Advising

Career Advising

Career Advisor

- Job Search Assistance
- Undergraduate & Graduate Internships
- General Career Counseling
- Alumni-Student Mentoring

Alumni/ae, Donors, Board of Visitors

Department Chair + Associate Chair

- Alumni Engagements
- Donor Relations (+ Outreach & Events Coordinator)
- Board of Visitors (+ Outreach & Events Coordinator)

Outreach & Events Coordinator

- Alumni Information
- Newsletter

Technology & IT

User Support Specialist + IS Comprehensive Services

- Website Management
- Computer Information
- Equipment Troubleshooting

Main Office Coordinator + Student Office Assistants

- AV Equipment Checkout
- Laptop Checkout
- Printer Toner Replacement

Staff Directory

**Leslie Abadie**

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**Scott Burkhardt**

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**Carol Čizauskas**

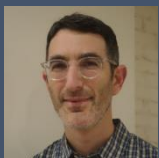
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**Neil Kodesh**

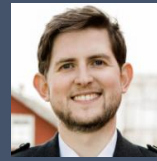
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**Iain McLoughlin**

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**Susan Nelson**

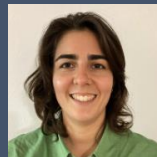
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**Lisa Normand**

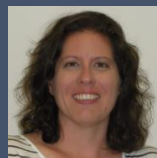
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**Amelia Zurcher**

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**[Vacant]**

Undergraduate Program Coordinator
[Position Vacant as of 3/18/24]