



## On behalf of the School of Education's Business Office – WELCOME!

As a new department administrator, or even as one new to the School of Education, you have agreed to take on a job that is extremely diverse in scope, requiring knowledge of several campus systems and processes, as well as programmatic knowledge of your specific unit.

We have assembled this document to assist you in learning about some of the duties related to your job requirements. The first section is some training information/recommendations you may find useful. Please note the "**highly recommended**" items. At the end of this section is a list of programs for which no campus training is available, but you may contact the appropriate individual to schedule one-on-one training in those systems or processes. The first section is a listing of sorts for various campus resources, mostly web sites. The final section is a listing of Business Office Staff responsibilities and an org chart – who to contact for various issues.

If you have questions about anything that you don't feel is adequately addressed or if you have suggestions or recommendations regarding additions or deletions to this document, please feel free to contact Sarah Pabich at 262-9149 or Pat Gavin at 262-6139

Once again, thanks for joining us and we're happy you've chosen to accept the challenge of being the department administrator for the School of Education.

School of Education  
Business Office

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