



FOOD SCIENCE AND HUMAN NUTRITION BUSINESS OFFICE



DEPARTMENTAL ADMINISTRATION



LESLIE ALEXANDER, Assistant Head, Business & Strategic Planning

laa@illinois.edu

- Works with Department Head on administration of the department
- Responsible for HR, finance and facilities
- Oversees the FSHN Business Office
- Reviews grant proposals for submission to Sponsored Programs Administration

ACCOUNTING



AMY HEDRICK, Accounting Associate

ahedrick@illinois.edu

- Oversees financial policies and procedures for all types of funding sources for employees and students
- Oversees post-award process for grants
- Provides expertise on expense allowability and purchasing options
- Manages human subject payments
- Manages gift funds



VICTORIA ROTH, Accounting Officer

vprice2@illinois.edu

- Processes travel and expense reimbursements, purchase orders, human subject payments, and cash advances
- Processes FSHN Inventory
- Creates expense reports for Pcard and Tcard transactions
- Assists users with iBuy

HUMAN RESOURCES



SANNA FRAZIER, HR Generalist

sannaui@illinois.edu

- Oversees human resources policies and procedures
- Processes and oversees applications for J-1, J-1 Student Intern, H1-B and LPR statuses
- Conducts new hire onboarding and exit procedures
- Manages academic vacation and sick leave reporting
- Processes appointments & appointment changes for all employees
- Processes bi-weekly payrolls & payroll adjustments for bi-weekly and monthly employees
- Liaison between the campus international office and the department
- Oversees and assists with departmental searches

ACADEMIC PROGRAMS



BECCA SNOOK, Graduate Administrative Coordinator

snook@illinois.edu

- Graduate program admissions and recruiting
- Submits fellowship and courtesy waiver appointments
- Submits Teaching Assistant appointments
- Certifies graduate student degrees
- Processes graduate student ISSS requests (CPT, OPT)
- Schedules Oral English Assessment Interviews (OEAI)
- Submits courses and curriculum proposals and revisions for graduate program



AUDRA MARTIN, Office Manager

mart@illinois.edu

- Schedules departmental classes and final exams
- Approves late grade changes
- Submits textbook orders
- Submits courses and curriculum proposals and revisions for the UG program
- Assists with registration issues
- Coordinates graduate seminars, faculty meetings and retreats, IFT reception and External Advisory Committee meetings
- Updates departmental website

ADMINISTRATIVE SUPPORT



MICHAEL DRUGAN, Office Support Associate

mdrugan2@illinois.edu

- Reserves departmental rooms and A/V equipment
- Generates shipment requests for UPS & FedEx
- Coordinates with the Division of Research Safety for audits, lab issues, lab maintenance, etc.
- Manages key requests and issues keys
- Submits Facilities and Services (F&S) requests for building related issues
- Assists with travel arrangements

DEPARTMENT HEAD SUPPORT



SHEILA ROBERTS, Extra Help

sarobert@illinois.edu

- Manages Department Head calendar
- Schedules department meetings
- Facilitates department elections