



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

HUMAN RESOURCES



SANNA FRAZIER, Office Manager—HR/Payroll

sannauoi@illinois.edu

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

STUDENT ACADEMIC SUPPORT



BECCA SNOOK, Administrative Aide

snook@illinois.edu

- Schedules departmental classes and final exams
- Schedules English Proficiency Interviews (EPI)
- Approves online grade changes
- Assists with registration issues and course authorizations
- Submits textbook orders
- Supports undergraduate and on-campus graduate students
- Submits new courses and curriculum proposals and revisions

ADMINISTRATIVE SUPPORT



AUDRA MARTIN, Office Manager

mart@illinois.edu

- Supports online Master's program in Food Science
- Coordinates graduate seminars, faculty meetings and retreats, IFT reception and External Advisory Committee meetings
- Oversees reporting of mandatory trainings
- Coordinates departmental searches
- Assists in processing applications for J1 visitors
- Updates departmental website
- Coordinates and provides headshots for faculty, staff, and graduate students



VICTORIA PRICE, Office Support Specialist

vprice2@illinois.edu

- Reserves departmental rooms and A/V equipment
- Generates shipment requests for UPS & FedEx
- Manages key requests and issues keys
- Submits Facilities and Services (F&S) requests for building related issues
- Coordinates with the Division of Research Safety for audits, lab issues, lab maintenance, etc.
- Assists with travel arrangements
- Processes travel and expense reimbursements, purchase orders, human subject payments, and cash advances
- Creates expense reports for Pcard and Tcard transactions
- Processes FSHN Inventory
- Assists users with iBuy

DEPARTMENT HEAD SUPPORT



WANDA PLAWER, Coordinator Research Program Projects

wplawer@illinois.edu

- Provides high-level support to the Department Head
- Contacts alumni for featured FSHN alumni posts on social media
- Manages FSHN's social media
- Proofreads promotion and tenure dossiers