

Office of the President
FY 2008 Work Plan Initiative
Final report – September 2008

212843 Office & Administrative Specialist Intermediate

With the recent remodeling of the Office of the President suite and the co-location of several administrators it became essential to provide them with administrative support in order for them to innovate to meet current and future educational needs efficiently (MnSCU Strategic Direction 4).

Lori Eken began working as the OAS Intermediate in the Office of the President on August 13, 2008. Her position is .75 FTE and she works from 9:00 a.m. to 3:30 p.m. daily. Her duties include:

- providing reception in the Office of the President suite;

- providing administrative support to the administrators located in the Office of the President suite -- Doug Hamilton, Executive Director for Public Relations and Jean Hollaar, University Planning & Budget Officer;

- assisting Maxine Pianka, Executive Office Manager, in providing administrative support to the President; and

- supervising the Office of the President student employees.