

DEPARTMENT OF ECONOMICS – DIRECT ACADEMIC SUPPORT

Name	Title	Services	Phone / Location	Email
Suzie Collins (Mon, Tues, Thurs)	<i>Academic Services Manager</i>	<ul style="list-style-type: none"> - AACSB; Academic Activity Report - Course and Subject Handbook Changes - Open Day - Publications (dept related) - RHD program support- - Student Centre Interface - Visa Purchasing Cards 	43913 / 507 (Suzie)	suzie.collins@unimelb.edu.au
Heidi Bacher (Wed & Fri)			45398/508 (Heidi)	heidimb@unimelb.edu.au
Aminata Doumbia	<i>Academic Support Officer</i>	<ul style="list-style-type: none"> - Actuarial Distance Education Administration - Dept working paper series - HILDA licence administrator for Department - Honours Alumni/program support - LMS/Copyright/Assignment Tool support - Subject Experience Survey - Web maintenance 	45355 / 510	adoumbia@unimelb.edu.au
Brie McPherson	<i>Front Office Administrator</i>	<ul style="list-style-type: none"> - Cabcharges - EHS/Maintenance requests - Internal/external mail/couriers - Keys/Access cards - Photocopying/printing - Notice/Bulletin boards - Stationery/toners 	45289 / 501	briem@unimelb.edu.au
Kathryn Perez	<i>Administrative Assistant to the Head & Events Officer</i>	<ul style="list-style-type: none"> - Administrative support to the Head - Casual staff administrator; recruitment and contracts - Department committees - Study abroad/exchange approval support - Event Management (seminars/ workshops/conferences) - Centre Administration (excluding Actuarial Studies, support to Directors, website, events) - Visitor Management (travel, contracts, payments) 	45300 / 505	klperez@unimelb.edu.au
Preeta Philip	<i>Department Services Manager</i>	<ul style="list-style-type: none"> - Compliance and quality assurance - EHS/Resources management - Executive advice - Financial management and analysis - Independent contractors - Recruitment/personnel - Service level agreement negotiations - Staff management including casual staff payments 	45290 / 506	preeta@unimelb.edu.au
Rosemary Schiavello	<i>Academic Support Officer</i>	<ul style="list-style-type: none"> - Exam timetables and papers - Results entry - Room bookings for meetings/tutor consultations - Timetabling/Alloc8 - Textbooks/workbooks – on-line reading packs 	45360 / 512	r.schiavello@unimelb.edu.au