

**Becky Badger***Sr. Administrative Coordinator*574-631-8827 | [rwaltz1@nd.edu](mailto:rwaltz1@nd.edu)

- Overall support for the **Arts**
- Faculty hiring & reappointments
- Advisory Council Fall & Spring Meetings

**T.D. Ball***College Accountant*574-631-4290 | [tball@nd.edu](mailto:tball@nd.edu)

- Budgeting & Forecasting
- R&PD funds and fund activation/creation/closure
- Transfers
- Questions on BuyND access
- GLed access
- Purchasing, Transactions, & Accounts

**Allison Collins***Facilities Program Manager*574-631-5478 | [asheets1@nd.edu](mailto:asheets1@nd.edu)

- Renovation projects
- Office moves
- Furniture acquisition
- Facilities maintenance
- Building access

**Karin Dale***Dean's Administrator*574-631-6642 | [kdale@nd.edu](mailto:kdale@nd.edu)

- Administrative and logistical support for the Dean
- T-TT reappointment and promotion cases
- Special events, projects, and initiatives
- Office management and supervision

**Bridget Fields***Staff & Operations Program Manager*574-631-2738 | [bnoonan1@nd.edu](mailto:bnoonan1@nd.edu)

- UltraTime
- Human Resources
- Staff Hiring
- eNDeavor
- Google Groups
- Process Improvement

**Megan Fitz***Sr. Administrative Coordinator*574-631-1792 | [megan.fitz@nd.edu](mailto:megan.fitz@nd.edu)

- Overall support for the **Social Sciences** and Undergraduate Associate Dean
- Faculty hiring & reappointments
- College Reference Guide
- Fall and Spring Elections

**Kim Harness***Finance & Administration, Assistant Program Director*574-631-4494 | [kharnes4@nd.edu](mailto:kharnes4@nd.edu)

- Faculty Hiring, OnBase, Interfolio
- TPAC and Research faculty reappointment and promotion cases
- Budgeting & Forecasting

**Michelle LaCourt***Sr. Director of Finance & Administration*574-631-7340 | [mlacourt@nd.edu](mailto:mlacourt@nd.edu)

- Finance
- Faculty Hiring
- Centralized Management Functions

**Kim Murray***Office Coordinator*574-631-7085 | [kmurray6@nd.edu](mailto:kmurray6@nd.edu)

- Room bookings
- Key requests
- Faculty bookshelf submissions
- Events calendar
- Mail

**Megan Snyder***Sr. Administrative Coordinator*574-631-3756 | [msnyde10@nd.edu](mailto:msnyde10@nd.edu)

- Overall support for the **Humanities**
- Faculty hiring, reappointments
- Graduate students, 5+1 program
- Retirements & resignations

**Matthew Zyniewicz***Dean's Executive Administrator*574-631-0355 | [zyniewicz.1@nd.edu](mailto:zyniewicz.1@nd.edu)

- Special Projects
- Dean's Initiatives
- Priority Planning
- Institutional Relationships

**Ashley Zingo***Director of Operations*584-631-1793 | [ashleyzingo@nd.edu](mailto:ashleyzingo@nd.edu)

- Human Resources
- Staff Hiring
- Information Technology
- Facilities