

### ANDREW EVANS | DIRECTOR

#### SHARYN CRAWFORD **ACTING ASSOCIATE DIRECTOR (ACTING) CURRICULUM SUPPORT ACADEMIC SERVICES TECHNICAL SUPPORT** Leona Pike - Coordinator Narelle Caelli - Coordinator Kate Culbertson - Coordinator, Matt Lee - Coordinator. Outdoor Education Arts Academy Emma Davie Joanne Alsop Adam (Gus) Powers -Chris Ali Aleisha Habegger Brie Dendle Coordinator, Arts Academy Shane McColl Ashlee Reeve Prabh Kaur Shan McPhee Alex Twaddle Jo Hoppner Tegan Barnes Claire Blake Dakoda Emery Joanne Farrugia Angelika Lieshout (AI/SD) Jo De Vries Melissa Hollitt (ESO) HR and recruitment Technical support for classes Course support Induction · Course and unit approvals and · Production management Finance amendments • Management of studio spaces Space allocation fdlGrades Stock ordering & maintenance Academic workloads Moodle access • Equipment maintenance Consultancy Orientation Budget consumables • OHS Research • Open Day • Concur and travel Recruitment activities HDR student support · Support leadership team Website • Budgets productions Committee support · Support external hires Timetable changes Academic integrity/Student discipline HDR student support · Seminars, events and conferences **Program Support** General office support IEAC.ProgramSupport@federation.edu.au • OHS **Student Discipline** educationarts.appeals@federation.edu.au **Academic Services** IEAC.ServicesSupport@federation.edu.au **Academic Workloads** IEAC.SWPsupport@federation.edu.au Contract requests IEAC.ContractSupport@federation.edu.au

# Academic Services and Support Directorate Institute of Education, Arts and Community

## **BRAD MCLINDON | MANAGER** STRATEGIC SCHEDULING

## SCHEDULING

- Jess Lockyer Coordinator, Timetabling Sonya Sharman Lee Bennett Jason Panosh
- **Tulloch Stewart**
- Erica Matthews Coordinator, Workloads
- Haylee Hartley Coordinator, Exams Deserea Emmerson
- Timetabling TAFE and HE
- Examinations
- Room allocations
- Web room bookings

Timetabling timetabler@federation.edu.au

Examinations examinations.he@federation.edu.au

All staff distribution list IEAC All Staff

MAR 2024 VERSION

Executive Dean EXECDean.IEAC@federation.edu.au

The Academic Services and Support Directorate sits in the Chief Operating Officer's portfolio.