

Academic Services and Support Directorate Institute of Innovation, Science and Sustainability

ANDREW EVANS | DIRECTOR

SHARYN CRAWFORD ACTING ASSOCIATE DIRECTOR (ACTING)

ACADEMIC SERVICES

Bec Davis - Coordinator
Briony Cleveland
Mel Souied
Mel Cavanagh
Ash Jose
Matthew Goldsmith

Sharyn Rafferty (ESO)

CURRICULUM SUPPORT

Amy Zukauskas - Coordinator Stacie Gallagher Catherine Bavin-Currie Fletcher Farrington Caitlyn Remington Leo Brunelle (AI/SD)

TECHNICAL SUPPORT

Casual Pool

- Tanya King

- Gillian Armstrong

- Mick Armstrong

- Asrhyella Seeler

- Alatun Noor Moon

Geoff Rogers Matt Lee - Coordinator Lisa Lee Adam Trewarn Mia Gan Anita Chudleigh Phil Jarvis Benjamin Webb Ray Ebsworth **Brittany Wood** Sarah Bean **Catherine Chambers** Tracey Vernon Evan Dekker Wayne Powrie Fai Ahmady

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

- · HR and recruitment
- Induction
- Finance
- Space allocation
- Academic workloads
- Consultancy
- Research
- Concur and travel
- Support leadership team
- Committee support
- HDR student support
- · Seminars, events and conferences
- General office support
- OHS

Academic Services

IISS.ServicesSupport@federation.edu.au

Academic Workloads

IISS.SWPsupport@federation.edu.au

Contract requests

IISS.ContractSupport@federation.edu.au

- Course support
- Course and unit approvals and amendments
- fdlGrades
- Moodle access
- Orientation
- Open Day
- · Recruitment activities
- Website
- Timetable changes
- · Academic integrity/Student discipline

Program Support

IISS.ProgramSupport@federation.edu.au

Student Discipline

IISS.appeals@federation.edu.au

- · Management of laboratories and workshops
- · Technical support of undergraduate classes
- Technical support of research staff and students
- · Technical support of outreach programs
- · Safety inductions, training and HIRAC review
- · Consumable stock maintenance and ordering
- · Equipment maintenance
- · Regulatory and Legal compliance
- Chemical or hazardous material management
- · Support of Nanya Station and field activities

Technical Services

IISS.TechServices@federation.edu.au

- 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

IISS All Staff

MAR 2024 VERSION

Executive Dean

EXECDean.IISS@federation.edu.au

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