Office of Administrative Services
The Office of Administrative Services provides support for human resources, accounting services, and facilities management to our faculty, staff and students of the School of Nursing. Our department has a website of information where you can find out more about our services and Mission Statement. Be sure to visit our website at: http://nursing.unc.edu/son-departments/support/admin-svcs/index.htm

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How to reach us:
Assistant Dean
Lisa Miller Associate Dean for Administrative Services 843-6760
Charlene Alston Administrative Support Specialist 966-9943

Financial Administration
Rooms 109 & 109a
Pamela Siler Financial Manager 843-8094
VACANT State and Trust Coordinator 966-4266

Grants Administration
Room 108
Grace Chen Grants Manager 843-6759
Sandra Staley Grants Coordinator 966-0371

Human Resource Office
Rooms 111a-112
Yetta Roberts Human Resources Manager 843-6761
Donna Stelzenmuller SPA Specialist (Permanent Staff) 966-4267
Non-Classified (Temporary Staff)
VACANT EPA Specialist (Faculty and EPA Non-Faculty) 966-5499

Facilities Services
Room 103 966-1698
Sam Deal Facilities Coordinator
Pay Checks
Faculty, EPA non-faculty, Research Assistants (RA), and Teaching Assistants (TA) (RA/TA are defined as currently enrolled students at UNC) are paid monthly. Staff and temporaries are paid bi-weekly. Please check with your department for information on how your work unit distributes checks. All employees are required to have Direct Deposit. Those forms are available under Mandatory Forms/Direct Deposit Authorization Form on the SON EPA orientation website at http://nursing.unc.edu/faculty/fac_orient/EPA/.

Parking
Parking applications are completed the end of spring semester (May) for the coming academic year (Aug 15-Aug 14). Employees hired after the spring semester should see the Parking Coordinator (Charlene Alston) for parking applications and general information. To view the SON Parking policy look under Mandatory Forms/Parking (for permanent employees only) on the SON EPA orientation website at http://nursing.unc.edu/faculty/fac_orient/EPA/.

Special Parking
Visitor parking permits are available for University guests. These permits should be reserved through Charlene Alston at least 24 hours in advance and must be returned at the time the visitor leaves and no later 5 p.m. If permit is needed past 5 p.m., then it should be returned by 8 a.m. the following morning.

One 2-hour service permit is available for University employees which does not require a valid parking permit to allow access to parking at other campus departments.

Room Reservations
At the beginning of each semester, Student Services reserves and schedules all classrooms needed for the coming semester. No rooms will be released until classes are scheduled. Whenever possible, space for seminars is also reserved. Once classes have been covered, then rooms are released for general scheduling by contacting Charlene Alston (966-9943) or sending an email request to sonrooms@unc.edu. We ask that all requests be made at least 24 hours in advance. Rooms that have been reserved and are no longer needed should be released by notifying Charlene Alston as soon as possible.

Requests for AV equipment should be directed to the school’s Information and Instructional Technology office, contact Scott Berrier at 966-7248 or pager#216-2434. His office is located in 427 Carrington Hall.

Keys
Outside door keys are no longer needed. Sam Deal gives access to the building after hours using your ONE card. To access Carrington Hall after hours please use your ONE card. Office keys are usually available upon request by contacting the Facilities Coordinator in Room 103 or by email at sdeal@email.unc.edu.