



Nicholson School of Communication and Media

Edited 05/09/2022

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NSCM 238/CMB 202 & 203

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NEED HELP?

Got any announcements or updates to share?
Send them to: Update@ucf.edu

Something needs editing on the website?
Reach out to: NicholsonWebmaster@ucf.edu

Got any news, accomplishments or highlights about your work or life?
Share it with: NicholsonNews@ucf.edu

Administrative Duties

NSCM Downtown

Assignment of Duties - Debbie
Book Orders - Maria
Building Issues - Maria & Jane
Conference Rooms Calendar - TBA
Copies - Maria & Jane
Copy room and Mail - Maria
Curriculum - Kim & Shameika
Data Collection and Analysis - Kim & Shamika
Directory changes - Maria
Equipment check out - Jordan
Facility operations - John R.
Faculty Activity System - Maria
Faculty Qualifications Management System - SACS - Debbie
Foundation - Wanda
Graduate Admissions - Jamie
Grants - Lisa
Hiring/HR - Debbie
Keys - John R.
Maintenance work orders - Maria & Jane
Meeting agendas/minutes - Maria
Meeting support - Maria & Jane
Notary Services - Jamie, Lisa, & Maria
Office supply orders - Jane
Payroll - Maria
PCard - Maria
Phones - Jane
Property - Jane
Purchasing/reimbursement - Maria
Search Manager - Debbie
SPI reports - Debbie
Syllabi - Maria
Storage - Maria
Travel Requests (TARs) - Maria
Web Content - Ryan
(NicholsonWebmaster@ucf.edu)

NSCM Main Campus

Assignment of duties - Debbie
Book orders - Debbie
Broadcast Checkout - Dylan
Broadcast Facility Operations - Dylan
Broadcast Studio Support - Jim
Copy room and mail - Debbie
Curriculum - Kim & Shameika
Data Collection and Analysis - Kim & Shameika
Documents/record retention - Debbie
Faculty Qualification Management System - SACS - Debbie
Facilities tours and use - Dylan & Jon B.
Film Equipment Room - Devon
Film Facility Operations - Jon B.
Foundation - Wanda
Graduate Admissions - Jamie
Graduate Employee Hiring - Debbie
Grants - Lisa
Hiring/HR - Debbie
Keys - Debbie
Meeting Support - Debbie
Notary services - Debbie
Office supply orders - Debbie
Payroll - Debbie
Pcard reconciliation - Debbie
Property - Debbie
Search Manager - Debbie
Syllabi - Debbie
Travel - Debbie
Web Content - Ryan
(NicholsonWebmaster@ucf.edu)
Work orders - Debbie

Director's Suite

Accounting/Budgets - Lisa
Advisory Board - Darla
Annual Reports - Kim & Shameika
Assessment - Kim & Ann (Fall)
Kim & Gideon (Spring)
Director's Calendar - Debbie
Conference room calendar - Debbie
Contracts - Lisa
Copies - Jane
Copy room and mail - Jane
Correspondence - Jane
Fees - Lisa
Digital signage - Ryan
Display cases - Jane
Directory changes - Debbie
Diversity, Inclusion, Equity, Justice - Jen S.
Documents/Records Retention - Debbie
Evaluations (faculty) - Debbie
eUpdate - Ryan
Event planning and NSCM swag - Ryan
Faculty Qualification Management System - SACS - Debbie
Graduate Employee Hiring - Debbie
Grants - Lisa
Employee Search Manager - Debbie
Foundation - Wanda
Headshots - Ryan
Hiring/HR - Debbie
Keys - Jane
Meeting agendas and minutes - Debbie
Notary services - Lisa & Maria
Newsletter - Iulia
Office supply orders - Jane
PCard - Lisa
Payroll - Debbie
Promotion and tenure - Nan
Property custodian - Jane
Proposals - Lisa
Scholarships - Lisa
Sedona - Shameika
Social Media - Ryan
Travel/Purchasing/Reimbursement - Wanda
UCF Catalog Copy - Kim

Nicholson Academic Student Services Center

Course scheduling - Rebecca
Global Communication and Media Studies - Rebecca & Kim
Graduation certification - Rebecca
Hiring/HR - Debbie
NASSC peer mentors - Rebecca
Student forms: major, internship, grades, ind. study - Rebecca
Student recruitment - Rebecca
UCF catalog copy - Rebecca

Undergraduate admissions (Ad/PR, JOU and MPM) - Rebecca
Undergraduate admissions (Film B.F.A) - Kelly
Undergraduate advising - D.D Moullet, Kelly, Rebecca & Jamie

Graduate Program Support

Graduate Service for Communication, MFA, DM, Strategic Ph.D - Jamie

- Graduation Certification
- UCF Catalog
- Class Schedule, Registration and Substitution
- Graduate Plans of Study
- Student Forms: Restriction Registration, Ind. Study, Internship, Reduced Hours, etc...
- Graduate Admission
- GTA Assignment

Florida Interactive Entertainment Academy I FIEA - Kenny