Job Duties Performed

**March**

March 16

Updated Anthropology website, Graduate Student Profile

Website Migration, Linguistics

March 17

Worked in Slate, submitted archaeology graduate student for admit

Updated BRIDGE website, COVID message

Updated Economics website, events

Website Migration, Linguistics

March 18

Added professor to anthropology listservs

Website Migration, Linguistics

March 19

Updated Economics website, office hours

Communicated with Graduate Students regarding thesis defense process

Website Migration, Linguistics

March 20

Updated Economics website, office hours

Communicated with Graduate Students regarding thesis defense process

Edited photos for Anthropology professor

Worked with Help Desk to setup apple mail for home computer

Worked in Slate, released offer letter to archaeology graduate student

Updated Economics website, events

Worked with Department Chair to access documents from her home computer

Website Migration, Linguistics

March 23

Tested out process for Adobe Sign

Worked with Graduate Student regarding Online Learning issue

Updated School of Social Sciences site, Practica

Worked with OIT to reset netid password for anth@rice.edu account

Updated Event page, Anthropology

Updated Political Science site, Graduate Students

Met with Courtney regarding website migrations

Website Migration, Linguistics

March 24

Updated School of Social Sciences site, Owlconnect

Communicated with Graduate Chair regarding student defense

Website Migration, Linguistics

March 25

Updated Economics website, events

Website Migration, Linguistics

March 26

Worked with professor regarding Survey results

Spoke with Pia regarding GPS support during the pandemic

Updated Graduate Chair about status of incoming graduate students

Website Migration, Linguistics

March 27

Worked with Graduate student regarding upcoming defense

Website Migration, Linguistics

March 30

Updated Social Policy Analysis site, Courses

Went to campus to get professor binders

Website Migration, Political Science

March 31

Added COVID Rice Alert to School of Social Sciences site

Worked with Graduate student regarding upcoming defense

Website Migration, Political Science

April 1

Worked in Slate, released offer letter to alternate candidate

Purchased books for professor in Rice Marketplace

Updated Economics site, working papers

Added professor to department listserv

Worked with Graduate student regarding upcoming defense

Website Migration, Political Science

April 2

Updated RARE workgroup site, Hot Topics

Created diagram for professor

Website Migration, Political Science

April 3

Setup External Finding survey for Graduate Students

Updated data spreadsheet for professor’s research

Edited diagram for professor

Website Migration, Political Science

April 6

Updated Economics site, Events

Edited photo for professor obit

Communicated with incoming graduate student

Updated Psychology website, Faculty CV

Updated Anthropology website, Transfer Credit

Edited diagram for professor

Setup zoom meeting for faculty

Edited professor’s bibliography for research project

Website Migration, Political Science

April 7

Zoom meeting with Dean McIntosh

Updated Political Science site, Photos

Updated Political Science site, Home, About

Alphabetized professor’s bibliography for research project

Website Migration, Political Science

April 8

Updated External Finding survey for Graduate Students, regarding feedback from students

Updated Economics site, Faculty

Website Migration, Political Science

April 9

Website Migration, Political Science

April 10

Worked with graduate student regarding receipt from event

Worked with Sport Management regarding article issue

Worked in Slate to send out deny letters

Website Migration, Political Science

April 13

Updated Graduate Student listserv with incoming students

Communicated with GPS regarding student’s defense form

Setup Office 365 on home computer

Updated Anthmaj listserv

Worked with professor regarding using Adobe Sign

Updated BRIDGE site, Rapid Response Grant

Worked with graduate student regarding defense from submission

Updated Political Science site, Graduate Program

Website Migration, Psychology

April 14

Updated Sociology website, Faculty Bio

Checked in with OISS regarding incoming international students

Updated Political Science site, Graduate Program, Undergraduate Program

Communicated with Dean McIntosh regarding CORISE site indexing

Posted article to School of Social Sciences site regarding Remote Learning experiences

Communicated with GPS regarding degree conferral dates

Website Migration, Psychology

April 15

Updated article regarding Remote learning experiences

Communicated with Graduate student regarding summer enrollment

Website Migration, Psychology

April 16

Updated article regarding Remote learning experiences

Communicated with Graduate Students regarding summer/fall enrollment for stipends

Edited diagram for professor

Communicated with Fondren regarding getting books during the pandemic

Communicated with Graduate Chair regarding student’s upcoming defense deadline

Website Migration, Psychology

April 17

Compiled and submit nomination for Vaughn Fellowship

Updated School of Social Science site, OwlConnect

Updated Political Science site, PhD Alumni

Website Migration, Psychology

April 20

Updated Political Science site, PhD Alumni

Request Interlibrary loan for Professor

Sent out poll regarding Graduate Student end of year reports

Website Migration, Psychology

April 21

Updated Economics site, Undergraduate Student opportunities

Updated Anthropology site, Graduate Student Handbook

Updated Anthropology site, Faculty bio

Communicated with graduate student regarding defense process

Website Migration, Psychology

April 22

Updated Managerial Studies site, Degree requirements

Updated lab website for psychology professor

Communicated with Altha regarding benefits enrollment

Website Migration, Psychology

April 23

Update payment info for professor’s website

Updated departmental calendar

Created Wikipedia page draft for professor

Website Migration, Psychology

April 24

Zoom meeting with Texas Policy Lab director

Updated Texas Policy Lab site, photo editing and backend work

Updated Political Science site, PhD Alumni

Website Migration, Psychology

April 27

Updated Social Policy Analysis website, Courses

Purchased book and office supplies for professor in Rice Marketplace

Communicated with graduate student regarding zoom defense

Communicated with graduate students regarding external fellowships survey

Updated MEECON website, Alumni profiles

Added professor to listserv

Communicated with graduate student regarding commencement

Setup zoom meeting for year end meetings

Website Migration, People

April 28

Created Wikipedia page draft for professor

Website Migration, People

April 29

Edited Wikipedia page draft for professor

Communicated with graduate student regarding summer enrollment issue

Helped professor with Canvas class site

Website Migration, People

April 30

Compiled and sent out mailers for professors

Met with Courtney regarding website migrations

Communicated with GPS regarding graduating student

Setup Adobe sign flow for defense extension petition

Website Migration, People

May 1

Update Psychology website, Adjunct Faculty

Updated Anthropology website, Faculty

Updated MEECON website, Online Application

Website Migration, People

May 4

Setup Adobe sign flow for defense extension petition

Communicated with professor regarding graduate student’s leave of absence

Website Migration, People

May 5

Communicated with OISS regarding incoming international graduate students

Website Migration, People

May 6

Updated Economics site, Events

Communicated with Altha regarding incoming graduate students’ funding

Helped Sports Management Admin with website issue

Website Migration, People

May 7

Updated RARE workgroup website, Hot Topics

Updated Political Science website, Hire a Rice Grad

Website Migration, People

May 8

Sent Courtney the youtube login info for School of Social Sciences account

Updated Psychology site, Faculty

Updated Social Policy Analysis website, News/Events, Capstone

Updated lab website for psychology professor

Website Migration, People

May 11

Updated Economics site, Faculty

Website Migration, People

May 12

Updated Social Policy Analysis website, News/Events

Updated Economics website, Faculty

Updated article regarding Remote learning experiences

Updated Political Sciences website, Awards

Website Migration, People

May 13

Updated Economics website, RISE Day Zoom Links

Website Migration, People

May 14

Updated Graduate Advisor spreadsheet for Altha

Uploaded RISE video for Economics department

Updated Psychology website, Major Requirements

Updated Sociology website, Awards

Website Migration, Sociology

May 15

Updated Graduate Students’ advisors in GPS Request System

Communicated with Development Director regarding award funding

Communicated with Graduate Student regarding Fulbright award letter

Updated Anthropology website, Graduate Student

Website Migration, Sociology

May 18

Updated Economics site, Faculty

Updated article regarding Remote learning experiences

Website Migration, Sociology

May 19

Updated lab website for psychology professor

Updated Political Science website, Current Graduate Students, Faculty

Updated Economics website, RISE Day Zoom Links

Created tuition waiver documents in Adobe sign for graduate students

Created Economics Newsletter draft

Website Migration, Sociology

May 20

Updated Economics Newsletter draft

Updated lab website for psychology professor

Website Migration, Sociology

May 21

Removed Courtney’s access from websites

Communicated with Public Affairs regarding old website being taken down

Updated Anthropology site, Faculty

Website Migration, Sociology

May 22

Communicated with graduate student regarding course credit

Communicated with graduate student regarding website bio

Updated Anthropology website, Faculty, Undergraduate Studies

Sent professor new graduate cohort information

Website Migration, Sociology

May 25

Holiday, Memorial Day

May 26

Sent Chesson hardware purchasing proposal

Uploaded Fedex Package slips for Incoming International Graduate Student Visas

Communicated with Sociology professor about setting up new research site

Communicated with Lecturer interviewees regarding availability for Zoom meeting

Website Migration, Sociology

May 27

Sent out Student Internship advertisement through listserv

Uploaded receipts for Concur report

Communicated with Sport Management regarding website updates

Created Zoom meeting for Lecturer interviews

Website Migration, Sociology

May 28

Tracked job duties since March 16

Updated Economics site, department highlights

Updated Economics site, uploaded Newsletter

Updated Economics site, undergraduate awards

Created and Sent out zoom conference recording

Website Migration, Sociology

May 29

Tracked job duties since March 16, continued

Added professors to listserv

Updated Economics site, Newsletters

Updated Economics site, undergraduate awards

Updated Economics site, Department Highlights

Updated lab website for psychology professor

Website Migration, Sociology