

**Academic Affairs Staff and Administrative Support
2009-2010**

Academic Affairs Staff

- Diane Elze, Director of the M.S.W. Program (deelze@buffalo.edu)
- Judah Gibson, Student Information and Enrollment Manager (jgibson@buffalo.edu)
- Kathy Dmochowski, Registrar (kgd2@buffalo.edu)
- Maria Soos, Admissions Processor (msoos@buffalo.edu)
- Darleen Ford, Main Office Assistant (djford2@buffalo.edu)

Administrative support

- Lynn Pascucci (lp1@buffalo.edu) (Best to email Lynn)
 - Time and attendance forms
 - Accrual of sick leave only
 - Personnel questions/forms
 - Copy codes
- Darleen Ford
 - Part-time faculty office, 440 Baldy Hall; contact Darleen Ford to unlock the door
- Technology support
 - E-mail accounts are activated during the five weeks prior to first day of service
 - Service and equipment request forms located on the SSW website <http://www.socialwork.buffalo.edu>

Academic Affairs Support

- Diane Elze (deelze@buffalo.edu)
 - Scheduling courses and instructors
 - Assistance with syllabi
 - Assistance with students and classroom issues
- Kathy Dmochowski (kgd2@buffalo.edu)
 - Textbook and desk copy orders
 - Submission of final syllabus by the first week of class
 - Course enrollment list
 - Web grading

Academic Affairs Support continued

- Judah Gibson, (jgibson@buffalo.edu)
 - Home address and e-mail address
 - Current resume for personnel file
 - Course evaluations

- Video library
 - Darleen Ford (djford2@buffalo.edu)
 - Go to School web page, click on “Faculty, Staff and Field Educators,” then click on “Video Requests.”

- Writing Tutors
 - Tamara Rabe (rabe@buffalo.edu)
 - Elizabeth Finnegan (ehfinnegan@gmail.com)

Emergencies (Medical, Fire, Safety)

- In an emergency, call 645-2222, campus police.
- Campus police will call the correct emergency personnel and escort them to your location.
- Calling 911 will delay the assistance that you need.