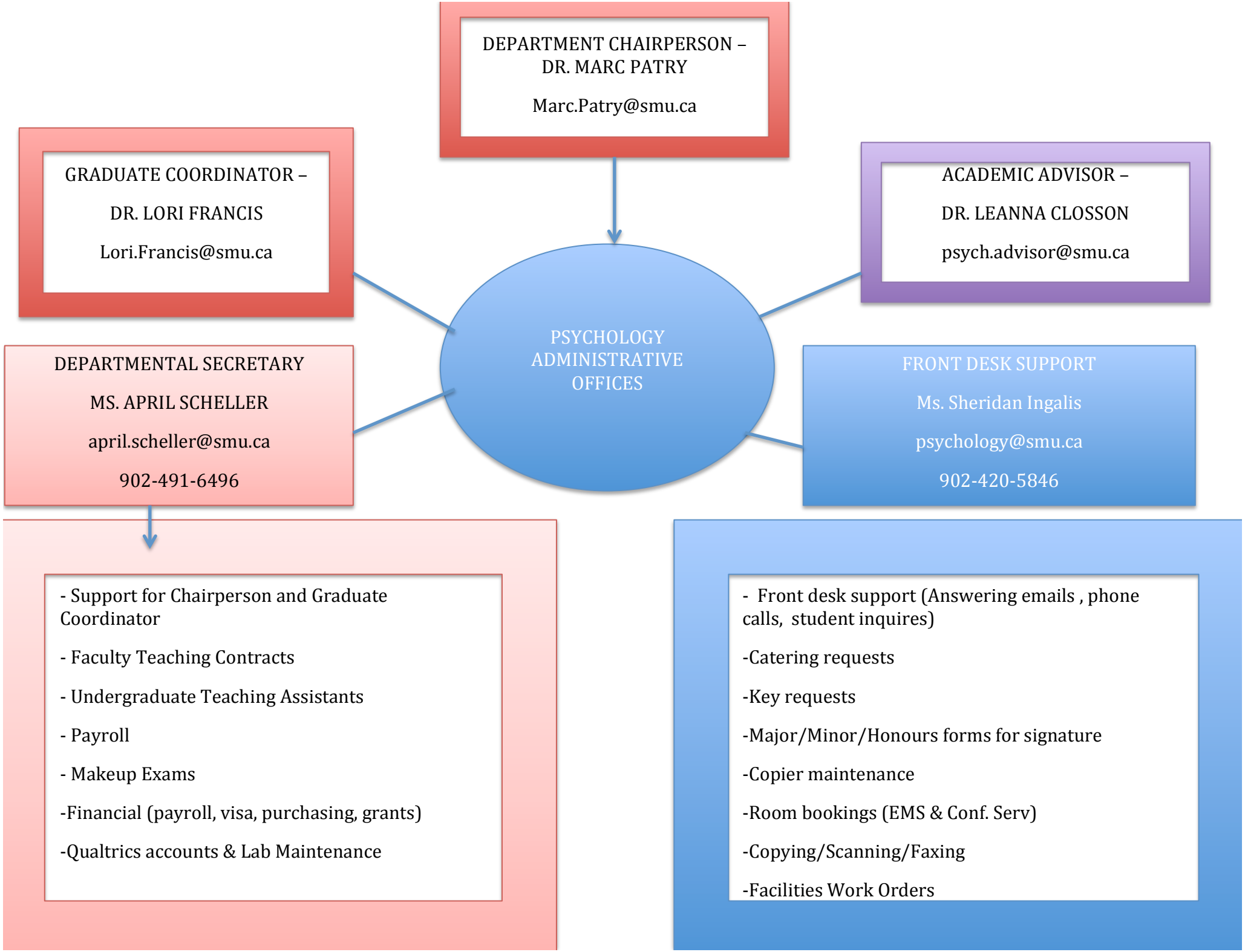
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- Faculty Teaching Contracts
- Undergraduate Teaching Assistants
- Payroll
- Makeup Exams
-Financial (payroll, visa, purchasing, grants)
-Qualtrics accounts & Lab Maintenance
- Front desk support (Answering emails , phone calls, student inquires)
-Catering requests
-Key requests
-Major/Minor/Honours forms for signature
-Copier maintenance
-Room bookings (EMS & Conf. Serv)
-Copying/Scanning/Faxing
-Facilities Work Orders