

Katie Wennerstrom

Director of Finance & Administration

Supervisor: Jennifer Richer



Budget

- Representative for GS interests at Budget meetings.
- Prepare tuition, fee proposals and enrollment projections in coordination with GS programs.
- Verify tuition rates and coding for the GS Programs each semester.
- Calculate and transfer tuition revenues to other schools and entities according to MOUs.
- Create Graduate School budget (General Fund, Auxiliaries, Gift Funds and Grants)– salaries, benefit and operating expenses.
- Manage GS Program budgets.
- Manage the funds provided for competitive recruitment support, travel awards, instruction, training workshops, and other activities supported by the Graduate School.
- Support negotiations and modeling related to the GS’ financial relationships with the SOM, SOP, CON, CCTSI, CSPH.

Human Resources and Payroll

- Hire and manage the Graduate School employees. This includes working with HR, managing HCM, annual evaluations, payroll approval, leave reporting, etc. for approximately 12 Graduate School positions, including three student workers, in various employment classifications.
- HR liaison for the Graduate School.
- Personnel retention and guidance.

Finance and Accounting Policy

- Manage and oversee the Graduate School’s compliance with various finance, accounting and administrative policies including the following: Procurement Cards; Concur expense reporting; Marketplace (purchasing); Awards/gift cards; Tuition remission policy; Official Functions and Events with Alcohol; Speedtype and account management; and Reserve and Carryforward policy reporting.
- Approve all Concur reports that post to GS STs (p-cards, travel cards, reimbursements).
- Manage financial obligations (travel, speaker fees, various gift card programs, PDRD, etc) for the Postdoctoral Office and the Postdoc Association.
- Serve as Student Clubs’ financial contact, ensuring they are in compliance with policies. Assist with organization, payment and reimbursement for events.
- Custodian and reconciliation of gift cards that have approved Programs for the GS proper, GS Programs and affiliates.

Grants, Gift, Endowment Other Funds Management

- HIRS endowment (Merit awards and Travel Awards).
- Event funds, Association Funds, Gift Funds, Conferences, Etc.
- National Science Foundation reporting requirements and OGC liaison for the Graduate Research Fellowship Program