### Mechanical Engineering Department Responsibilities

#### Name: Lisa, Erin, Nikki, Ruth, Juanita, Lita, Penny, Steve, Tammy, William, Kim, Chris, Natalie, Jennifer

<table>
<thead>
<tr>
<th>Name</th>
<th>MEIT</th>
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<th>DivIT</th>
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<tr>
<td>Lisa</td>
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<tr>
<td>Erin</td>
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<td>Nikki</td>
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<td>Ruth</td>
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#### Telephone:

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#### Email Addresses:

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<tr>
<td>Lisa</td>
<td><a href="mailto:meit@umd.edu">meit@umd.edu</a></td>
</tr>
<tr>
<td>Erin</td>
<td><a href="mailto:eit-help@umd.edu">eit-help@umd.edu</a></td>
</tr>
<tr>
<td>Nikki</td>
<td><a href="mailto:itsc@umd.edu">itsc@umd.edu</a></td>
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#### Business Office:

##### Budget & Finance:

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#### Procurement & Travel:

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#### Research Administration:

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# Mechanical Engineering Department Responsibilities

## Administrative Support

### External Relations:

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<tr>
<th>Name</th>
<th>Lisa</th>
<th>Erin</th>
<th>Nikki</th>
<th>Ruth</th>
<th>Juanita</th>
<th>Lita</th>
<th>Penny</th>
<th>Steve</th>
<th>Tammy</th>
<th>William</th>
<th>Kim</th>
<th>Chris</th>
<th>Natalie</th>
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<tr>
<td>Email</td>
<td><a href="mailto:meit@umd.edu">meit@umd.edu</a></td>
<td><a href="mailto:eit-help@umd.edu">eit-help@umd.edu</a></td>
<td><a href="mailto:itsc@umd.edu">itsc@umd.edu</a></td>
<td><a href="mailto:meit@umd.edu">meit@umd.edu</a></td>
<td><a href="mailto:eit-help@umd.edu">eit-help@umd.edu</a></td>
<td><a href="mailto:itsc@umd.edu">itsc@umd.edu</a></td>
<td><a href="mailto:meit@umd.edu">meit@umd.edu</a></td>
<td><a href="mailto:eit-help@umd.edu">eit-help@umd.edu</a></td>
<td><a href="mailto:itsc@umd.edu">itsc@umd.edu</a></td>
<td><a href="mailto:meit@umd.edu">meit@umd.edu</a></td>
<td><a href="mailto:eit-help@umd.edu">eit-help@umd.edu</a></td>
<td><a href="mailto:itsc@umd.edu">itsc@umd.edu</a></td>
<td><a href="mailto:meit@umd.edu">meit@umd.edu</a></td>
<td><a href="mailto:eit-help@umd.edu">eit-help@umd.edu</a></td>
<td><a href="mailto:itsc@umd.edu">itsc@umd.edu</a></td>
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### Internal Relations:

- **Alumni Relations**
- **Corporate & Donor Relations**
- **Fundraising**
- **Gift Processing**
- **Mail & Communications (MERTCS, electronic newsletter & printed publications/brochures)**
- **Seminar Support (flyers, website & promotion)**
- **Special Events & Projects**
- **Visiting Committee**

### Faculty Affairs:

<table>
<thead>
<tr>
<th>Lisa</th>
<th>Erin</th>
<th>Nikki</th>
<th>Ruth</th>
<th>Juanita</th>
<th>Lita</th>
<th>Penny</th>
<th>Steve</th>
<th>Tammy</th>
<th>William</th>
<th>Kim</th>
<th>Chris</th>
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### IT Support Services:

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<tr>
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<th>Erin</th>
<th>Nikki</th>
<th>Ruth</th>
<th>Juanita</th>
<th>Lita</th>
<th>Penny</th>
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<th>Tammy</th>
<th>William</th>
<th>Kim</th>
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<th>Jennifer</th>
<th>MEIT</th>
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1. **Hardware Includes:** Desktops, Notebooks, Servers, Printers, Peripherals, Mobile Devices & Networking Equipment
2. **Software Includes:** Standalone, Network License, (iTunes and Mac) App Store & SaaS
3. **Web Hosting Includes:** Wordpress, Drupal & Custom HTML+CSS