May 2025

**Staff responsibilities in the Main Office**

**Karina McKenzie – Undergraduate Program Assistant (ANNU 144; ext. 56219)- kmck@uoguelph.ca**

* Undergraduate matters, teaching verification, course outline, student feedback questionnaire, department vehicles, undergraduate grades
* Payroll requests related to work study, grad and undergrad student appointments, URAs, USRAs
* Mail, room bookings

**Chantelle Prigione – Grad Program Assistant (ANNU 144; ext. 56215) – cprigion@uoguelph.ca**

* Graduate matters, faculty nominations, grad grades, defences, recruitment TAs and Sessionals
* Parking permits, keys requests/refunds, room bookings (especially 141)

**Belinda Ward-Campbell – Academic Coordinator (ANNU 256A) - belindwc@uoguelph.ca**

* Graduate matters for the new Course-Based Master Program
* Teaching ANSC\*6610 – Professional Development
* Animal care support, class scheduling

**Luke Luo - Accounting Clerk (ANNU 147; ext. 53683) – lluo04@uoguelph.ca**

* Travel and expense claims, low value purchase orders, high value purchase orders, petty cash, invoices, cheque requisitions, staff and faculty PDRs, journal entries & other accounting matters.
* Shipping, incoming parcels

**Alan Ramirez – Financial Clerk (ANNU 147; ext. 54046) – aramir07@uoguelph.ca**

* Requests related to Food From Thought and Cluster grants – journal entries, year-end matters, monitoring grants NSERC, OMAFRA, various industry research grants – journal entries, year-end matters, monitoring grants
* Payroll – contract positions for Post-doctoral Fellows, Res. Assist./Assoc./Technician
* Payroll - grad students stipends
* Appointments for Visitor Professors/Associates/Assistants/Scholars/Researchers; VIRS