Susanne Hambrusch

Staff Administration

Administrative Staff (1)

- A head "inherits" staff
- Figure out promptly what is working
- Establish procedures if none exist (e.g., a Policy manual)
- Make any staff changes early
- Make sure staff has a clear job descriptions and keeps knowledge current
- Have annual reviews

Administrative Staff (2)

- Goal should be to empower staff; do not to micromanage

- Faculty may have very different expectation from staff

- Realize and make others realize how important good staff is