

## *Staff Employee of the Week*

### **Doris Shelor**

**NAME:** Doris Shelor

**JOB TITLE:** Budget Manager

**HOME DEPARTMENT:** Department of Religion and Culture

**COLLEGE OR VP AREA:** College of Liberal Arts and Human Sciences

**NOMINATED FOR:** President's Award for Excellence

**NOMINATED BY:** Peter Schmitthenner

#### **SUMMARY:**

As the budget manager for both the [Department of Religion and Culture](#) (since 2001) and the [Department of Science and Technology in Society](#) (since 2003), Doris supervises university and foundation funding for departmental activities and assists with fellowship and grant proposals, conference and travel reimbursements, and expenses for other faculty, staff, and student activities. Because her two departments generate funding requests of all kinds, Doris has to keep up with a variety of federal, state, and local regulations.

A thorough professional, she makes certain that all rules and regulations are followed. Not only those that restrict state funds, but those that permit payments and financial support of many kinds like the Humanities Summer Stipends program, the Minority Arts and Scholars grants, and so on. She also helps faculty members order textbooks through the various university bookstores, and she prepares bookstore order forms for occasional purchases. Her cheerfulness, quick replies to messages for help, and reliability are bywords in both departments. Whatever the problem Doris is standing by – and with a smile!

