

Role of the Evaluator:

Gave a presentation to the Evaluators and Operations Management groups on –

Who are “Operations Management”: Secretaries; Admin. Assistants; Exec. Assistants; Business Managers; Project Managers; Program Coordinators; etc.

What is their main function within the centers: Support Director; work closely with Evaluator; coordinate semi-annual meetings; member contact; daily office support; assist center faculty members, etc.

How do they assist the Evaluators: Collaborate at semi-annual meetings; LIFE forms; provide listings as needed; travel arrangements; fee processing; making sure NSF guidelines are followed.