

Administration Department

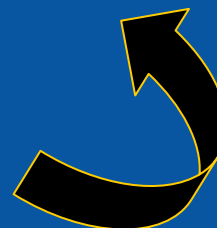
Mary K. Lee, Director

Overview

Department Staff

Employee Activities

Human Resources



Staff

Mary K. Lee, Director

HR, Payroll, Security, General Admin,
Comp, Benefits, Facility

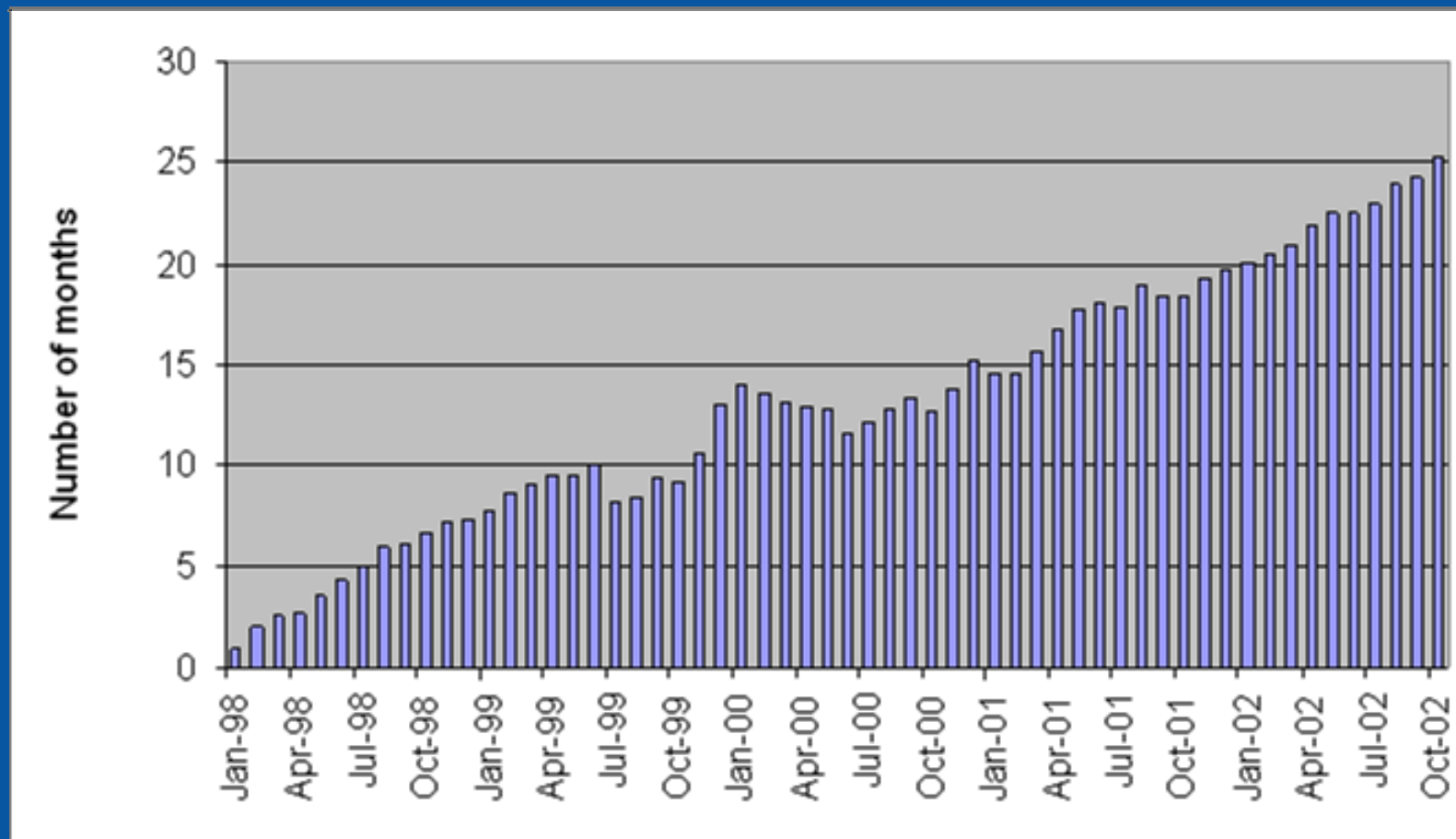
Judy Kerlin, Office Administrator

Travel Arrangement
Facility Management
Day-to-Day Office Maintenance

Therese Colosi, Executive Assistant

Support President & Dir of Ops
Secretary to the AC and Board of Trustees
Assists with Secretariat for the ASO

Staff Tenure



Human Resources

Current Staffing

37 positions

Student interns

RIPE NCC visit

Exchange information

Compare culture & policies

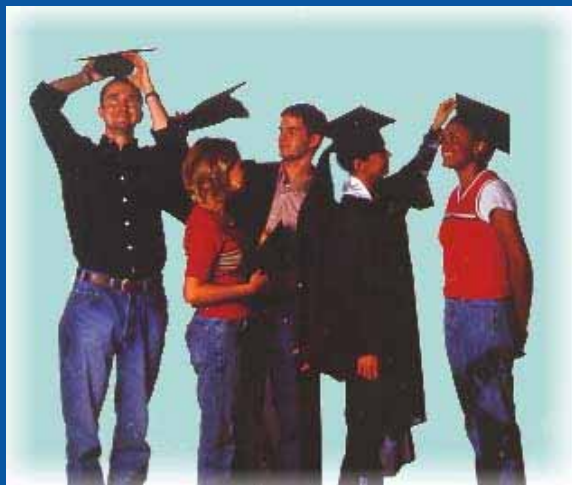
Employee Handbook

Legal review

Release & training

Employee Activities

Training



Education

Employee Activities

Staff Meetings



Social Functions



Summer Social

Thank You!