VLS Professional Staff Support

Student, Teaching & Research Support Team

Ryan Liang
Student, Teaching & Research Support Coordinator
Ext. 7842 – BS 2.001

STARS Team Contact Details

Teaching Support, Academic Planning, LMS/Moodle, Research Administration, VLS Website
Generic email to STARS team: VLSStars@murdoch.edu.au

Ann Glaskin ext 2640 Vet Surgical Centre 2.113
Christine Foulkes ext 2581 VCS 1.095
Emma Thorp ext 2939 BS 2.002
Frankie DeRousie ext 7349 Vet Surgical Centre 2.103
Gillian Faller ext 6869 Vet Surgical Centre 2.113
Nathalie Kennedy ext 2784 BS 2.001

Veterinary Student Placements
Claire McNaughton ext 2653 Vet Surgical Centre 2.126
Frankie DeRousie ext 7349 Vet Surgical Centre 2.103

HDR & Honours Coordinator
Jaki Dyer ext 6402 Lon 3.036G

School Executive Business Manager

Fiona Feist
Ext. 7654 – Lon 3.036E

Personal Assistant
Sarah Gillett – Ext 2488 – Lon 3.036C

Student Advisors Contact Details

Martin Ratcliff ext 7631 BS 2.005
Steffi Langer-Kool ext 2049 BS 2.005
Tamsyn Wilson ext 2250 BS 2.005

Generic email to Student Advisors in VLS:
VetLifeSciAdvisor@murdoch.edu.au

Assistance with:

- Provide support and pastoral care to on-shore undergraduate students
- Advise students on courses and academic support workshops available to them
- Identify, monitor & follow up reported ‘at risk’ students
- Conduct pro-active outreach campaigns to targeted students before and during semesters
- Organise pre-orientation enrolment sessions
- Provide confidential advice and referral to support services
- In collaboration with other key services on campus, participate in recruitment activities, Open Day and community building initiatives
- In cooperation with other key services on campus, coordinate Uni readiness surveys, Murdoch Mentoring and UniEdge programs.

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Student Advisors Team

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Veterinary Student Placements

Claire McNaughton ext 2653 Vet Surgical Centre 2.126
Frankie DeRousie ext 7349 Vet Surgical Centre 2.103

HDR & Honours Coordinator

Jaki Dyer ext 6402 Lon 3.036G
**Centre for Advanced Veterinary Education**

**Chelsea Little**
CAVE Manager  
Ext. 6279 – Vet Surgical Centre 2.108

**Operations Team**

**Contact Fiona Feist**
School Operations Coordinator [vacant]

**Technical Team**

**Marilyn Davies**
Technical Resources Manager  
Ext. 2365 – Lon 3.033

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**CAVE Team Contact Details**

Please send through requests or enquiries to:  
CAVE@murdoch.edu.au

Connie Mollica ext 6342 Vet Surgical Centre 2.108

**CAVE Team**

- Design and deliver professional development opportunities through a variety of platforms (webinars, face-to-face seminars, practical workshops, regional series and Skills Week Conference) for professionals within the veterinary profession.
- CAVE memberships and registrations
- Explore opportunities for new continuing education programs across the School of Veterinary and Life Sciences.
- Work with the Alumni Office to manage alumni and employer surveys for the School and provide opportunities for graduates to reconnect with the University.

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**Operations Team Contact Details**

Please send through any work requests or enquiries to:  
VLSOperations@murdoch.edu.au

- Janice Stigwood ext 7466 VBS 2.029
- Kiara Roche ext 6843 BS 2.002
- Lian Chang ext 2471 Vet Surgical Centre 2.103
- Tiffany Wright ext 2538 Lon 3.036
- Tonya Parry ext 2471 Lon 3.036

**Operations Team**

- Assistance with:
  
  **Human Resources (in conjunction with Employee Service Officers)**
  
  - Casual academic and general contracts & payments
  - Academic & professional recruitment requests
  - Conference & leave bookings

  **Travel Requests, Finance & Procurement**
  
  - Assistance with processing request for invoices & purchase requisition orders
  - Assistance with processing staff reimbursements
  - Credit Card acquisitions – collate credit card receipts & prepare monthly reconciliation of credit cards

  **General School Administration**
  
  - Ordering and maintenance of stationery items
  - Place material on School notice boards & electronic boards
  - Access to shared IT network drives
  - Organise events & functions
  - Mail distribution
  - Organise tea/coffee/milk distribution to VLS buildings

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**Technical Team Contact Details**

Please send general technical resources queries to:  
VLSProfessionalStaff.vsd updated 29 February 2016

- Amy Sheppard Moeen ext 7465 Lon 3.036
- Or to your Technical Staff member directly

**Technical Team**

- Assistance with:
  
  **Technical**
  
  - Support for teaching & research
  - Lab equipment and facilities management
  - Teaching budgets (non salary items)

  **Safety & Research**
  
  - Safety in Research & OSH training
  - Fieldwork applications

  **Space**
  
  - Office Space, accommodation, refurbishment & furniture procurement
  - Manage School keys & card access including afterhours access

  **General Administration**
  
  - Maintain school fleet vehicles
  - Process vehicle log usage
  - Manage photocopiers & printers
  - Computers and IT requirements
  - Maintain asset registers