

THE ADMINISTRATORS

HELP!



I NEED AN ADMINISTRATOR!


Anne Arthur, MS, APRN
Kansas University Alzheimer's Disease Center

Thank You!

- Dana Swenson-Dravis
- Administrators Steering Committee
- Administrators



Help! I need an Administrator!

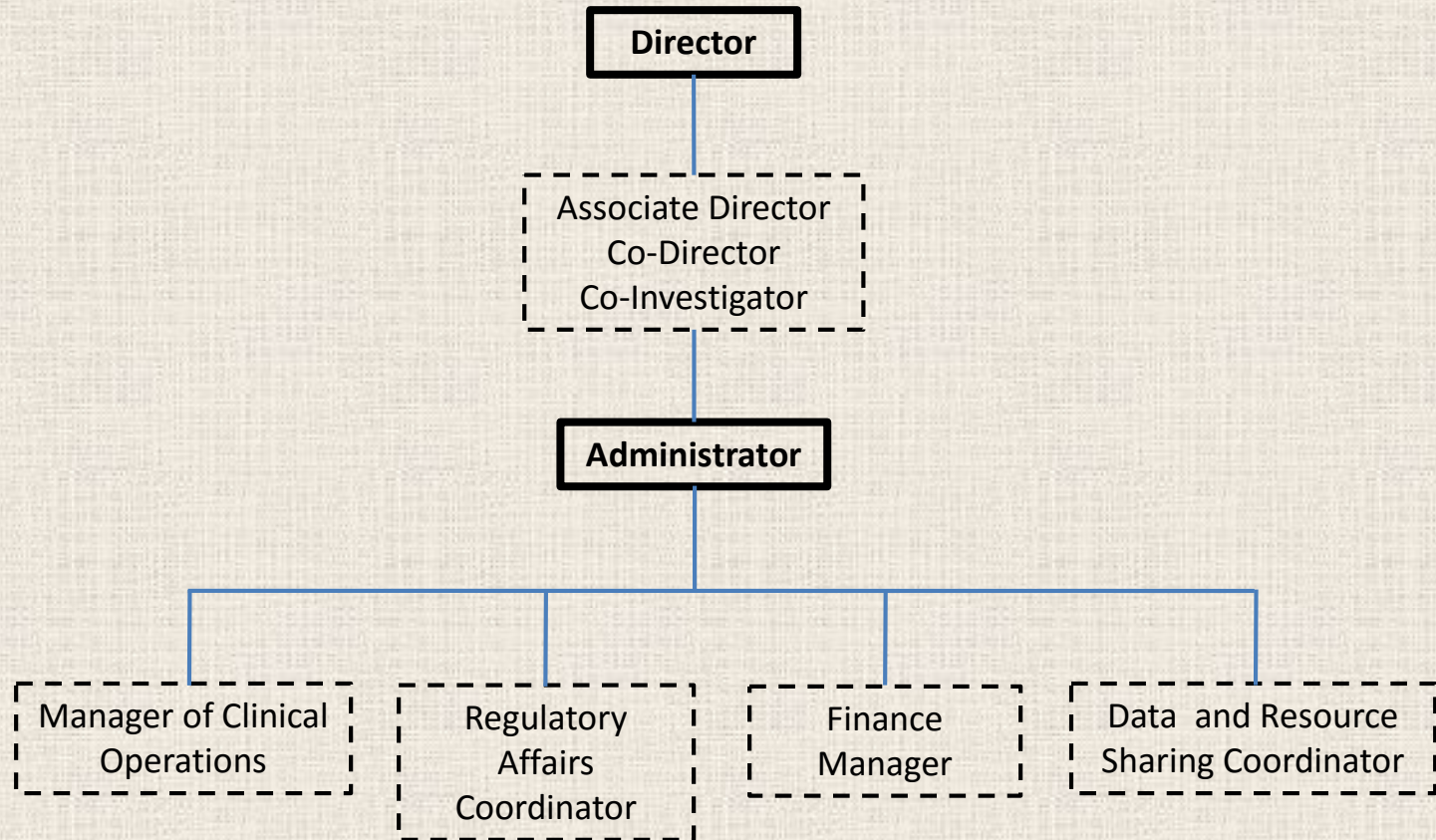
- **Goal:** Gain a better understanding of how Administrators help other Cores within their Center
- Survey was distributed (via  forms)
- 21 Administrators responded

Administrator Survey

- Administrator's role in the Administrative Core
- Administrator's role in the mandatory cores
 - Clinical
 - Data Management and Statistics
 - Neuropathology
 - Outreach, Recruitment and Education
- Other cores/responsibilities

Many Admin Cores, Common Themes

Organizational Chart



Mandatory

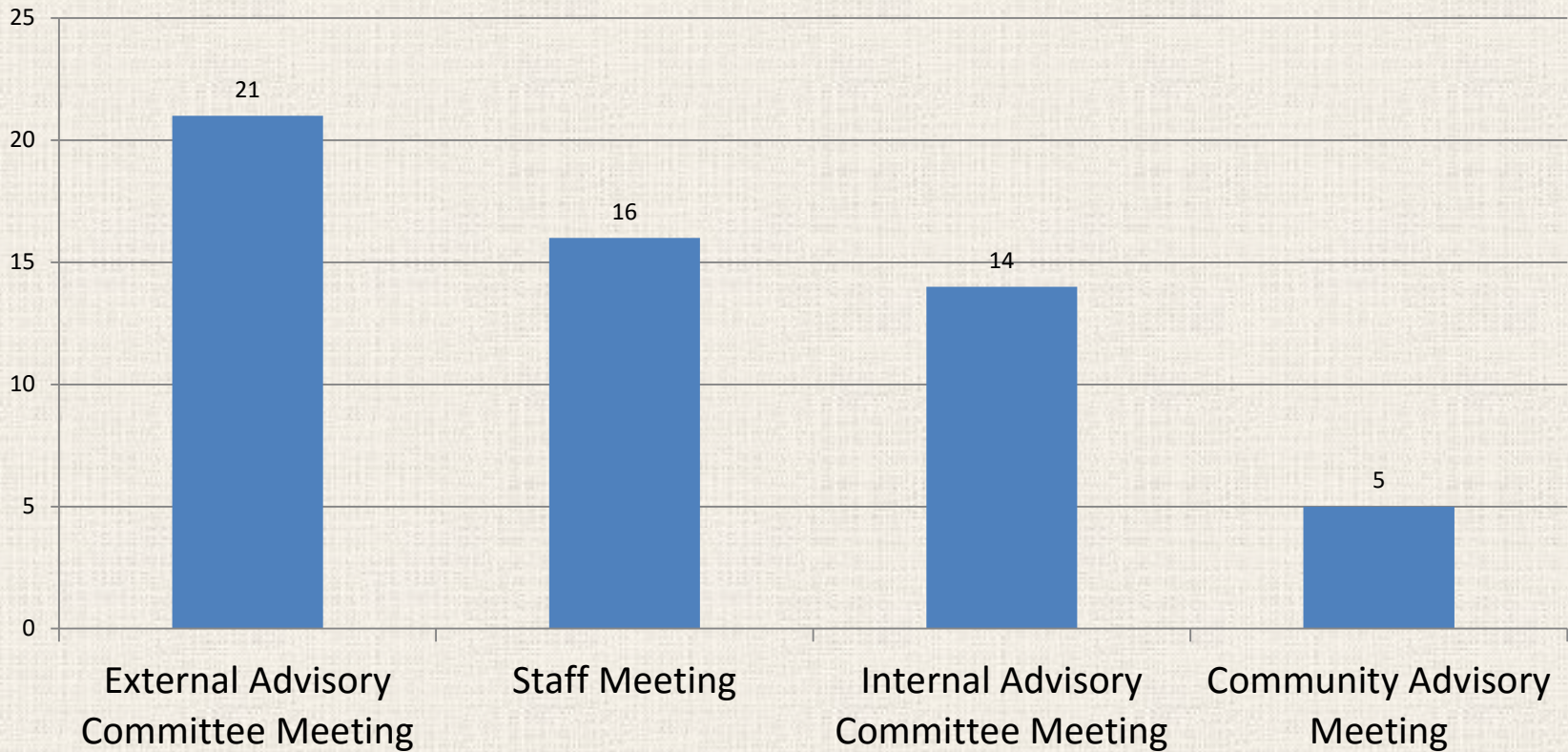
Optional

Admin Core—Interactions

- Regular meetings with Director
- Core-to-Core collaborations
- Emails to supported investigators
- Identify opportunities for new collaborations

Admin Core

Meetings Coordinated or Facilitated by Administrator



Admin Core—Other Meetings

- Operational meetings
 - Pilot review
 - Progress report and renewal planning meetings
- Specific scientific themes
- Fund development office

Admin Core—Extramural Funding

- Other grant submissions
- Donations
 - Meet with potential donors
 - Maintain donation website
- Fundraising



Admin Core—Financial Management

- Budgets/contracts
 - ADC
 - Other grants
- Process Invoices
- Pay bills
- Purchasing
- Financial reports
- Interface with grants office and other financial groups





Mandatory Cores—Common Themes

- Attend Core staff meetings
- Hire/manage staff
- Develop protocols
- Fulfillment of Core resource requests
 - Manage MTAs
- Compliance with Human Subjects training

Clinical Core

- Negotiate budgets for clinical trials
- Arrange multi-site meetings
- Recruit participants
- Biospecimens to NCRAD

Data Management and Statistics Core

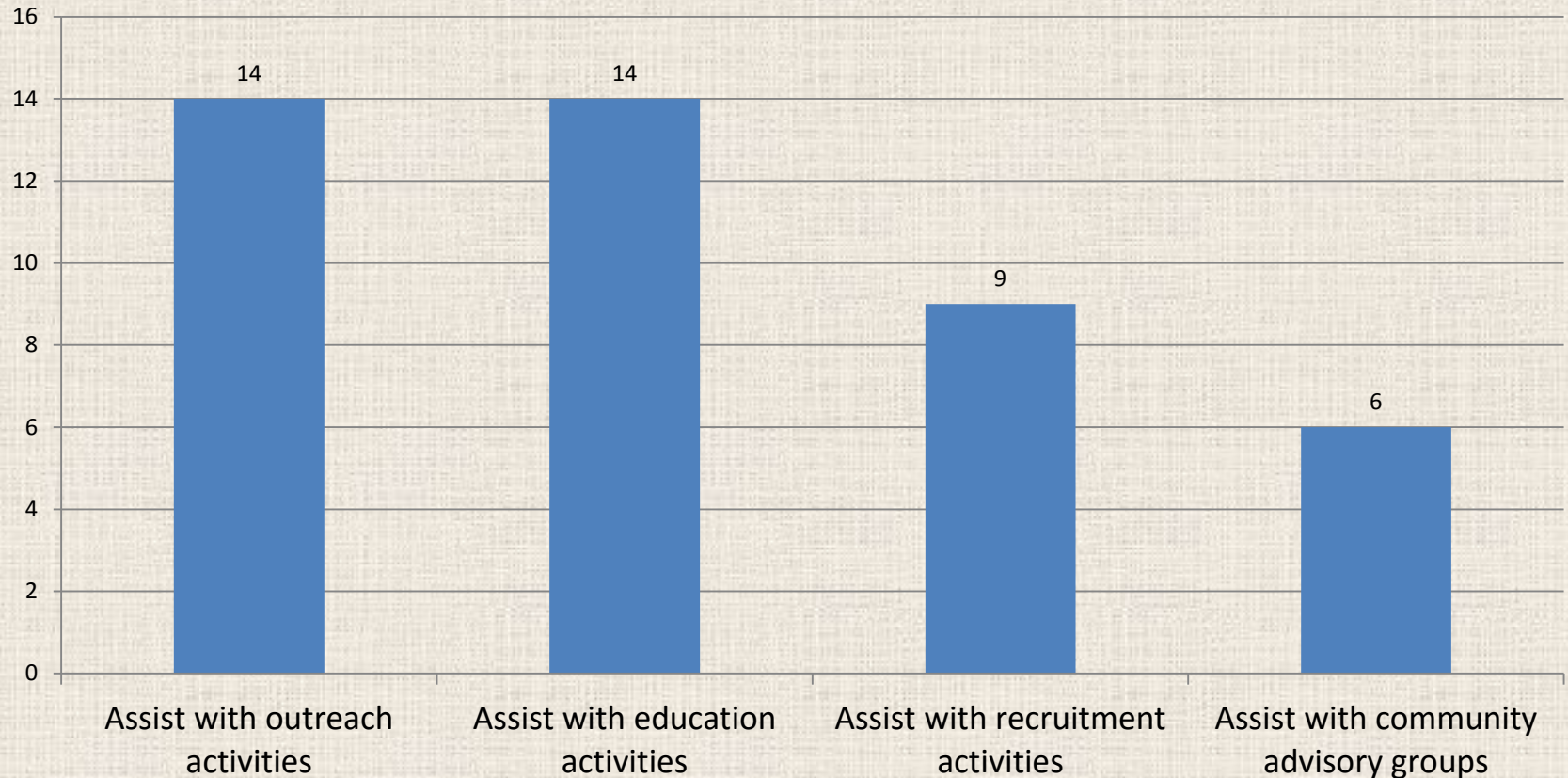
- Assist with database development/management/amendments
- UDS submissions to NACC
- Secure new software

Neuropathology Core

- Assist in management of storage systems
 - Freezer malfunctions
 - Alarm protocols
- Coordinate NCRAD requests with staff
- Present tissue requests to Executive Committee
- Tissue Resources Committee

Outreach, Recruitment and Education Core

Administrator's Support in Outreach, Recruitment and Education Core



Outreach, Recruitment and Education Core

- Assist with annual public meeting
- Conference planning
- Community Engagement Series
- Oversee newsletters and mailings
- Oversee retention efforts

Optional Cores

- Neuroimaging Core
- Genetics, Biomarker and Bioinformatics Core
- Genetics Core
- Religious Orders Study Core
- Latino Core
- Mitochondrial Genomics and Metabolism Core

Other Responsibilities

- Administrator of other grants
- Annual reports (departmental, SOM)
- Serve on community boards
- Alzheimer's Association collaborations
- Manage overall department budget (in addition to the ADC)

Administrators wear many hats!

