

# KU School of Music Guide to Services Fall 2024

## **Band Office –Leslie O’Neil – 124 Murphy**

*Band: Leslie O’Neil (Office Hours: 9-4 PM M-F) - [loneil@ku.edu](mailto:loneil@ku.edu)*

All things Band, First floor room reservations. Locker checkout: [fill out form](#), Lockers are available to those enrolled in lessons or ensembles. 1st floor key checkout, \$25 deposit.

## **Communications & Events Center– Fally Afani, Laura McCorkill - 460 Murphy**

*Communications: Fally Afani (Office Hours: 10 AM-3 PM M-F & available by email) - [fally.afani@ku.edu](mailto:fally.afani@ku.edu)*

SoM website management, news and promotions, external venue posters (i.e., Lied Center, Kauffman, JCCC, etc.) – layout/design/printing, & Murphy Hall display cases, social media, news releases, Newsletter, weekly event email, Serenade magazine

*Events: Laura McCorkill (Office Hours: 10 AM-3 PM M-F) - [lmccorki@ku.edu](mailto:lmccorki@ku.edu)*

EKU School of Music master calendar, Swarthout schedule, recitals scheduling, fee payment, program production, mail distribution & postage, office supplies, key checkout, 4th floor & 238 MUR classroom reservations.

## **IT / Tech Support – 144 Murphy**

*Information Technology Assistance: Sarah Odle - [musictechsupport@ku.edu](mailto:musictechsupport@ku.edu)*

## **Dean’s Office – Paul Popiel, Terri Morris, Lisa Shaw, Anna Paradis – 446 Murphy**

*Dean: Paul Popiel (by appointment) – [ppopiel@ku.edu](mailto:ppopiel@ku.edu)*

*Executive Assistant to the Dean: Terri Morris (Office Hours: 8 AM-3 PM M-F) - [tlmorris@ku.edu](mailto:tlmorris@ku.edu)*

Dean’s schedule, faculty absences, faculty searches, promotion & tenure, annual faculty evaluations & peer reviews, Sabbatical applications, GRF applications, facilities.

*Business Manager: Lisa Shaw (Working remotely & available by email) - [lshaw@ku.edu](mailto:lshaw@ku.edu)*

All Funds financials, budget planning & projections, payroll, travel procedures.

*Graduate Student Services Coordinator: Anna Paradis*

*(Office Hours: 8:30 AM-4:30 PM M,Tu,Th,F) - [aparadis@ku.edu](mailto:aparadis@ku.edu)*

Graduate student admissions (new student, transfer, change of school, re-admit), process milestone exams, leave of absence, GTA Contracts, petitions at school and university level, verify graduation.

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## **Piano Technician – Bob Dillinger – 232 Murphy (Irregular schedule, available by email)**

*Coordinates piano maintenance for the School of Music and across campus - [pianotech@ku.edu](mailto:pianotech@ku.edu)*

## **Recording – Brock Babcock – 132 Murphy & Swarhout Booth (Working remotely & available by email)**

*Audio & video recording services, recital & recording monitor staffing - [brockbabcock@ku.edu](mailto:brockbabcock@ku.edu)*

## **Recruiting – Asher Suski – 452 Murphy (Office Hours: 10 AM-3 PM W & F)**

*KU School of Music recruiting: Auditions, student visits, conference resources & recruitment materials, Admissions Liaison. Coordination for special events such as Jazz Festival, Midwestern Music Camp, Prairie Winds and more (ie. Staff and visiting faculty processing, registration support, detail planning, event outreach) - [asher.suski@ku.edu](mailto:asher.suski@ku.edu) or [musicrecruiting@ku.edu](mailto:musicrecruiting@ku.edu)*

## **Student Services (Undergraduate) – 578 & 450 Murphy Hall**

*Undergraduate Advising: Ethan Bryant – 578 Murphy Hall*

*(By appointment or walk-in) - [ethan\\_bryant@ku.edu](mailto:ethan_bryant@ku.edu)*

*Undergraduate advisor, enrollment advising, degree planning, and general KU student questions.*

*Undergraduate Student Services: Rita Riley – 450 Murphy Hall*

*(Available by appointment) - [rriley@ku.edu](mailto:rriley@ku.edu)*

*Undergraduate admissions (new student, transfer, change of school, re-admit), graduation requirements & checks, execute policies & procedures for admissions, enrollment and graduation processing.*

*Scheduling Officer: Holly O'Ruth Tompkins*

*(Office Hours: 8:30 AM-3 PM M-F) - [holly.tompkins@ku.edu](mailto:holly.tompkins@ku.edu)*

*Scheduling Officer, School of Music schedule of classes, MEMT student records, recruiting assistance.*

*\*Important Note: Undergraduate Student Services Staff will be moving into 460 & 400 Murphy Hall over the winter break.*

## **Associate Deans – Available via email or appointment request**

*Associate Dean for Student Affairs: Dr. Melissa Grady - [mgrady@ku.edu](mailto:mgrady@ku.edu)*

*Associate Dean for International Affairs: Steve Leisring - [leisring@ku.edu](mailto:leisring@ku.edu)*

*Associate Dean for Performance Affairs: Dr. Margaret Marco - [mmarco@ku.edu](mailto:mmarco@ku.edu)*

*Associate Dean for Academic Affairs: Dr. Colin Roust - [croust@ku.edu](mailto:croust@ku.edu)*

*Associate Dean for Faculty Affairs: Dr. Matt Smith - [maosmith@ku.edu](mailto:maosmith@ku.edu)*