

JOYCE M. PINCKNEY

EXPERIENCE

Michigan State University – June 2000 to Present

Executive Secretary II – Associate Provost for University Outreach and Engagement (APUOE), April 2012 - present

Secretary III – Associate Provost for University Outreach and Engagement (APUOE), September 2006 – April 2012

- Manage appointments for Associate Provost for University Outreach and Engagement and internationally recognized scholar:
 - Serve as primary contact for APUOE; prioritize incoming appointment requests.
 - Communicate and interact with racially and ethnically diverse faculty, staff, administrators, and local, regional, national, and international government and community members.
 - Resolve schedule conflicts and facilitate APUOE administrative and academic objectives.
- Coordinate travel for administrator as well as national and global visitors, researching travel options, booking flights, ground transportation, and hotel accommodations.
- Co-coordinate large campus-community functions with events coordinator, providing guidance and support.
- Provide support for faculty search committees and faculty review committees.
- Serve as university and departmental contact for unit employees. Handle requests from Administration as appropriate.
- Compile and track information, publications, and various other duties as assigned.
- High level of confidentiality required.

Editorial Assistant II – Families & Communities Together Coalition (FACT), July 2004 – September 2006

- Supported FACT office and its Associate Director in all aspects of internal university grant funding.
- Created Access database for tracking of 98+ internal grants.
 - Assisted applicants with grant proposals, and collected 6-month and annual reports.
 - Tracked leveraging of grant funds (return on investment).
- Edited drafts of publications and presentations, created PowerPoint slides.
- Main office contact for campus and community inquiries; monitored phone and e-mail.
- Set up meetings, travel, and conferences for 3 FACT administrators.
- Ordered supplies and equipment, coordinated purchasing the production of project DVDs.

Secretary II – Institute for Health Care Studies (IHCS), October 2003 – July 2004

- Developed and oversaw the operational and administrative functions of the State of Michigan Medicaid project through IHCS.
 - Scheduled and coordinated project meetings on campus and in Grand Rapids.
 - Worked with IT staff on ordering Data Linking computers and components and coordinated secure set up of non-networked Data Linking room to physically meet demands of Michigan Department of Community Health (MDCH) contracts and compliance issues (IRB/Business Agreements/HIPAA), and tracked compliance and use of the room.
 - Compiled project records and tracked invoices.
 - Hired and supervised project student.
- Provided second level support to IHCS Director, requiring expedience and confidentiality.
- Provided third level IHCS office coverage.
- Matched back-up documentation to ledgers. Prepared various vouchers and forms for processing payments internally and externally, requiring familiarity with University operations and resources.

Secretary II – Institute for Health Care Studies, June 2000 – October 2003

- Coordinated meetings, travel and conferences, and managed calendar for Senior Research Scientist/University Distinguished Professor and nationally recognized scholar.
- Typed and proofread peer reviews and manuscripts.
- Compiled and proofread quarterly and final State of Michigan funded grant reports including creation and formatting of charts, graphs, and posters.
- Created and maintained databases, directories, and PowerPoint presentations.
- Tracked University and State Institutional Review Board documentation for compliance.
 - Assisted faculty and staff with compliance training and tracked compliance records for the unit.
- Acted as unit contact to MDCH. Submitted publications for approval and followed up on status.
- Reconciled project ledgers and printed secondary financial reports for project personnel.

Dart Container Corporation – June 1994 – June 2000

Engineering Operations Administrative Assistant – January 1996 – June 2000
Served as Notary Public

Human Resources Worker's Compensation Administrative Assistant – June 1994 – January 1996

EDUCATION

Davenport University Lansing, MI

Bachelor of Science

Major: Business Administration Management

- GPA 3.9

TECHNICAL SKILLS

- Proficient in Microsoft Office 95 through 2010: Word, Excel, Access, PowerPoint, Outlook, Publisher, as well as MS Project.
- Web search engines including Internet Explorer, Firefox, Google Chrome.
- Experienced in Adobe CS3 Indesign & Web Design Suites.
- Training in XHTML and JavaScript.
- WordPerfect 5.1 through X4; Lotus Notes; EndNote; AS-400 (Pansophic) systems; Enterprise Business Systems (EBS) including Quali Financial Systems and SAP GUI Human Resources software.
- Operate and maintain Xerox Document Centre, multiple copy machines, faxes, printers, scanners, multi-line phone systems, collating machines, shredders, digital cameras, LCD projectors and laptops, and other general office equipment.

VOLUNTEERING

- Volunteered as Fitness Kickboxing Instructor since 2004. When our class moved to the Oak Park Branch of the Lansing YMCA, we were required to be on the payroll for liability reasons, so my salary of ~2K/year is returned to the Y for their fundraising programs.