

EMPLOYEE RETURN TO CAMPUS SCHEDULE

All employees should review the Return to Campus Schedule below to determine when they will be expected to return to their regular on campus duties. The below schedule shows every position by department and position name. Many employees will also be working on campus in an "as needed" capacity during June and July. If employees have questions, they should contact their direct supervisor for clarification.

Alternate work arrangements or accommodations for employees who are at higher risk for severe illness from COVID-19 will be reviewed by HR. Review criteria and request alternate work arrangements along with other leave options: <https://www.mga.edu/human-resources/covid.php> Unless alternate work arrangements are approved, employees should return to campus work as indicated below.

Dept.	Position Title	Return to Campus Date
Academic Affairs, Office of		
	Associate Provost	8/3/2020
	Associate Provost & Dean of Graduate Studies	7/13/2020
	Part Time Instructor	8/12/2020
	Graduate Studies Director	8/3/2020
	Admissions Specialist Grad Studies	8/3/220
	Interim Assistant Provost	8/3/2020
	Administrative Coordinator - Cochran Campus	8/3/2020
	Administrative Secretary	7/13/2020
	Administrative Assistant WR	Essential Employee - currently working on campus
	Assoc. Professor & Director Dublin Campus	Essential Employee - currently working on campus
Admissions & Recruitment		
	All Admissions & Recruitment Personnel	8/3/2020
	Student Assistants	TBD
Arts & Letters, School of		
	All School of Arts & Letters Personnel (Full Time Faculty & Staff)	8/3/2020
	Part Time Instructors	8/12/2020
	Student Assistants	TBD
Athletics and Wellness		
	All Athletics & Wellness Department Personnel	8/3/2020
	Student Assistants	TBD
	Athletics Technical / ParaPro	9/1/2020
	Part-Time Football Coach	8/6/2020

Aviation, School of			
	Dean		5/4/2020
	Associate Dean		5/26/2020
	Department Chair		5/26/2020
	Faculty - Lecturers, Assistant, Associate & Full Professors		8/3/2020
	Part Time Instructors		8/12/2020
	Chief Flight Instructor - Director of Flight		5/4/2020
	All Flight Instructors - Full & Part Time		5/26/2020
	Testing Specialist		5/26/2020
	Aircraft Maintenance Personnel	Essential Employee - currently working on campus	
	Flight Dispatcher		5/26/2020
	Academic Advisor		8/3/2020
	Student Assistant		TBD
	Part Time Staff		5/26/2020
	Administrative Assistant		5/26/2020
Budget, Office of			
	Senior Budget Analyst		7/27/2020
	Executive Director Budgets		8/24/2020
	Financial Analyst Budget		7/27/2020
Bursars Office			
	Student Accounts Assistant		7/29/2020
	Student Accounts Lead		7/29/2020
	Bursar		7/29/2020
	Rehired Retiree - Bursars Office	Telework under agreement	
	Customer Svc Rep - WR		7/29/2020
	Accounting Assistant		7/29/2020
Business, School of			
	All School of Business Personnel (Full Time Faculty & Staff)		8/3/2020
	Part Time Instructors		8/12/2020
	Student Assistants		TBD
Campus Store			
	All Campus Stores Employees		7/27/2020
Campus Transportation			
	Part time Drivers		As needed after 8/3/2020

Career Services			
	All Career Services Personnel	8/3/2020	
	Student Assistants	TBD	
Center of Innovation for Aerospace			
	Director	8/3/2020	
Computing, School of			
	All School of Computing Personnel (Full Time Faculty & Staff)	8/3/2020	
	Part Time Instructors	8/12/2020	
	Student Assistants	TBD	
Conference Center/Auxiliary Services			
	Hatcher Conference Center Personnel	7/27/2020	
	HCC Student Assistant	TBD	
	Director Auxiliary Services	7/27/2020	
Counseling			
	All Counseling Personnel	8/3/2020	
	Student Assistants	TBD	
Education & Behavioral Science, School of			
	All Education & Behavioral Science Personnel (Full Time Faculty & Staff)	8/3/2020	
	Part Time Instructors	8/12/2020	
	Student Assistants	TBD	
Enrollment Support			
	All Enrollment Support Office Personnel	8/3/2020	
Facilities			
	Facilities AVP, Directors, Managers	Essential Employee - currently working on campus	
	All Custodial, Grounds, & Maintenance Personnel	Essential Employee - currently working on campus	
	Utility Specialist	Essential Employee - currently working on campus	
	Facilities Business Assistant	8/3/2020	
	Rehired Retiree Facilities Admin	7/6/2020	
	Communications & Mail Clerk	8/3/2020	
	Rehired Retiree - Mail Room	Essential Employee - currently working on campus	
	Student Assistant	TBD	
Finance, Office of			
	Executive Director of Finance	Essential Employee - currently working on campus	
	Assistant Controller	6/29/2020	

	Grants Director	7/29/2020	
	Accounting Technician	7/29/2020	
	Accounts Payable Technician	7/29/2020	
	Campus Financial Services Mgr.	7/29/2020	
	Foundation Accountant	7/29/2020	
	Student Assistant - Switchboard	Essential Employee - currently working on campus	
Financial Aid			
	All Financial Aid Personnel	8/3/2020	
Health & Natural Science, School of			
	All School of Health & Natural Sciences (Full Time Faculty & Staff)	8/3/2020	
	Part Time Instructors	8/12/2020	
	Student Assistants	8/3/2020	
Human Resources, Office of			
	All Human Resources Employees	7/27/2020	
Institutional Advancement			
	All Advancement Personnel	8/3/2020	
IT Services			
	All IT Services Personnel		
Library			
	All Library Personnel	8/3/2020	
	Student Assistants	TBD	
Marketing			
	All full time Marketing employees	8/3/2020	
	Student Trainee/Intern	8/17/2020	
Police Department/Risk Management			
	Police Chief	Essential Employee - currently working on campus	
	Assistant Police Chief	Essential Employee - currently working on campus	
	Police Officer, Sergeants, Lieutenants	Essential Employee - currently working on campus	
	Risk Management Director	8/3/2020	
	Senior Communications Officer	Essential Employee - currently working on campus	
	Dispatcher - Full & Part Time	Essential Employee - currently working on campus	
	Part Time Office Assistant	8/1/2020	
President, Office of			
	President	Essential Employee - currently working on campus	

	Chief of Staff	7/29/2020	
	Military Affairs Liaison	8/3/2020	
	Coordinator	8/3/2020	
	University Counsel	8/3/2020	
	Community Director	8/3/2020	
	Executive Assistant	Essential Employee - currently working on campus	
	Internal Auditor	8/3/2020	
	Executive VP, Finance & Operations	Essential Employee - currently working on campus	
	Provost	7/27/2020	
	VP Enrollment Management	8/3/2020	
	VP Student Affairs	8/3/2020	
	VP University Advancement	8/3/2020	
Procurement			
	Procurement Director	7/29/2020	
	Procurement Technician	7/29/2020	
Provost, Office of			
	All Provost Office Personnel	8/3/2020	
	Student Assistant	TBD	
	GA Academy Personnel - Full & Part Time	8/3/2020	
Registrar, Office of			
	All Office of the Registrar personnel	8/3/2020	
	Student Assistants	TBD	
Strategic Partnerships, Office of			
	All Strategic Partnership Personnel	8/3/2020	
Student Affairs, Office of			
	All Student Affairs Office Personnel	8/3/2020	
	Student Assistants	8/12/2020	
Student Health Services			
	All Student Health Services Personnel	8/3/2020	
Student Housing			
	All Residence Life Full Time Personnel	7/20/2020	
	Student Assistant	TBD	
Student Life			
	All Student Life Personnel	8/3/2020	

	Student Assistant	8/3/2020	
Student Success			
	All Student Success Office Full time Personnel	8/3/2020	
	Part Time Assistant - Non-Student	8/12/2020	
	Student Assistant	TBD	
Testing			
	Testing Director	8/3/2020	
	Part Time Testing Staff	8/4/2020	