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Kris Truesdale [1]

Executive Assistant to AVP/University Controller

Kris is responsible for delivering high-level executive assistance to the Associate Vice President/University Controller and organizing a diverse range of events for the Office of University Controller. Kris's duties encompass managing schedules, coordinating meetings and teleconferences, and safeguarding confidential financial, legal, and compensation-related records. Additionally, Kris is tasked with composing official correspondence for the Associate Vice President/University Controller and delivering administrative and operational assistance to multiple committees. Cultivating positive relationships with university personnel and external organizations and tending to daily clerical responsibilities for directors and staff are also pivotal components of this role.

Questions Kris Can Answer

- Kristine McNamara availability (University Controller)
- Provide directors' availability for meetings
- Department liaison contact person

Facts

- Kris has been with the University of Colorado since October 21, 2008.



Contact

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Links
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