

Mrs. Qing Yan is the Administrative Associate II in the Center for Teaching Excellence. She holds a Bachelors of Business Administration in Accounting. As an administrative Associate II, she has been resourceful to the office. Mrs. Yan coordinates and promotes the use of computer, and other equipment, and related materials for classroom and workshop usage. She manages the centers budget; reconciles accounts, and prepares expense reports. Mrs. Yan assist the faculty to submit travel request and other related functions.