<table>
<thead>
<tr>
<th>Department of Ecology and Evolutionary Biology Administrative Offices</th>
<th>Assignment of Responsibilities</th>
<th>September 2018</th>
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**MARISSA REYES - Department Administrator**
- Financial Management
- Strategic Planning
- Academic Personnel - Recruitment & Review
- Staff Personnel Management
- Research Administration
- Renovations & Facilities Management
- Space & Equipment Management
- Graduate & Instructional Program Administration
- Department Coordination for:
  - Course Materials & Services Fees
  - Self-Supporting Masters Program (MCRS)

**MELANIE NAKANISHI - Grad Affairs & Instruction Coordinator**
- Graduate Student Recruitment & Admissions
- Graduate Student Reviews
- Continuing Graduate Student Coordination
- Teaching Assistant Coordination
- Block Allocation - Coordination
- Class Schedules
- Summer Sessions
- Catalogue Review and Updates
- Graduate Travel/Research Awards
- Overall Coordination for:
  - Graduate Student Recruitment
  - Website Management for Graduate Students
  - Backup for Travel arrangements

**KATE FUENTES - Department Coordinator**
- Travel/Event Coordination for:
  - Faculty Recruitment
  - Graduate Student Recruitment
  - Graduate Symposium
  - Coordination for Department Seminars
  - Reimbursement preparation
  - Key / Facilities /Phone Requests
  - Room/Vehicle/Equipment Reservations
  - Website Management
  - Administrative / Front Office Support
  - Administrative Supply Orders
  - Graduate Affairs/Admissions - assistance
  - Backup for Purchasing
  - Mail Distribution

**IRMA RODRIGUEZ - Senior Finance Analyst**
- Accounting and Financial Management of the following Faculty and Department accounts:
  - Ayala
  - Azizi
  - Bracken
  - Bradley
  - Emerson
  - Frank
  - Hicks
  - Huxman
  - Huxman/CEB
  - Mooney
  - Mueller
  - Ranz
  - Sakai
  - Thornton
  - Yan
  - Various - A. Martiny; Carpenter; Koopowitz
- Department Accounts
- Instruction Accounts
- Fly Food Facility
- GAANN Award
- UROP
- Student Research & Travel Awards
- PALCard Reviewer - backup
- Systems Review and Improvement
- Backup for MOE
- Backup for Purchasing

**MARCUS UMALI - Finance Analyst**
- Accounting and Financial Management of the following Faculty accounts:
  - Aguilar-Roca
  - Allison
  - Avise
  - Bowler
  - Briscoe
  - Burley
  - Campbell
  - Faia
  - Gaut
  - German
  - Lamb
  - Long
  - Loudon
  - Martiny, J.
  - McHenry
  - Pratt
  - Rasmann
  - Rodriguez-Verdugo
  - Rose
  - Sorte
  - Symanski
  - Treseder
  - Wodarz
  - Weller
  - Hughes - accounts transferred to Dean's Office
- Backup for Front Office
- Backup for Purchasing

**RODRIGO AGUAYO - Purchasing Coordinator**
- Purchasing
  - Low-Value PO
  - High-Value PO
  - PALCard
  - Vendor Liaison
  - Accounts Payable Liaison
  - Service Agreements
  - Software Purchases
  - Removal
  - Renovations
- Travel Coordination - including Grad Student Recruitment
- Reimbursement Preparation
  - Travel / Meetings
  - Supplies/Materials
  - Membership/Subscription
  - Removal / Miscellaneous
  - Equipment & Space Management assistance
  - Facilities Management
  - Backup for Front Office

**CHRISTINE LIM - Department Assistant**
- NOTE: Temporary Staff through December 2018
- Travel/Event Coordination
- Coordination for Department Seminars
- Reimbursement preparation
- Key / Facilities /Phone Requests
- Room/Vehicle/Equipment Reservations
- Website Management
- Administrative / Front Office Support

**SARAH MCCARTHY - Dean's Office Prin. Personnel Analyst**
- Faculty Recruitment
- Staff Recruitment
- Personnel Administration
- Timesheet & Payroll Administration
- Benefits Coordinator
- International & Other Personnel-related Services

**CARMEN BASTOS - Dean's Office Senior Finance Analyst**
- Pre-award administration for all Faculty

**CHRISTINE LIM - Department Assistant**
- NOTE: Temporary Staff through December 2018
- Travel/Event Coordination
- Coordination for Department Seminars
- Reimbursement preparation
- Key / Facilities /Phone Requests
- Room/Vehicle/Equipment Reservations
- Website Management
- Administrative / Front Office Support