**Department of Ecology and Evolutionary Biology Administrative Offices**

**Assignment of Responsibilities**

**November 2014**

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</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 |
| **SARAH MCCARTHY - Dean's Office Sr. Personnel Analyst** | Faculty Recruitment  
Staff Recruitment  
Personnel Administration  
Timesheet & Payroll Administration  
Benefits Coordinator  
International & Other Personnel-related Services |
| **PAM MCDONALD - Graduate Affairs Coordinator** | Graduate Student Recruitment  
Graduate Student Reviews  
Continuing Graduate Student Coordination  
Teaching Assistant Coordination  
Block Allocation - Coordination  
Class Schedules  
Summer Sessions |
| **CARMEN BASTOS - Senior Finance Analyst Supervisor** | Accounting and Financial Management of the following accounts:  
Pre-award administration for all Faculty  
Post-award and Financial administration for:  
Department Accounts  
Instruction Accounts  
Fly Food Facility recharge  
GAANN Award  
Student Research & Travel Awards  
Bennett  
Berkelhamer  
Carpenter  
Clegg  
Handel/Sueoka  
Koopowitz  
Martin, A.  
PALCard Reviewer - primary  
Supervision  
Staff Training  
Systems Review and Improvement |
| **CRISTIAN MILLANG - Finance Analyst** | Accounting and Financial Management of the following Faculty accounts:  
Allison  
Burley  
Bush  
Campbell  
German  
Hawkins  
Hughes  
Huxman  
Long  
Martiny, J.  
Mooney  
Rasmann  
Rose  
Sorte  
Treseder  
Weller  
Woodard  
Yan |
| **WARDA BZEIH - Finance Analyst** | Accounting and Financial Management of the following Faculty accounts:  
Aguilar-Roca  
Avise  
Ayala  
Azizi  
Bowler  
Bracken  
Bradley  
Briscoe  
Emerson  
Frank  
Gaut  
Hicks  
Loudon  
McHenry  
Mueller  
Pratt  
Ranz  
Sakai  
Symanski  
Thornton |
| **ANU NANJAPPA - Department Coordinator** | Accounting and Financial Management of:  
UROP  
Graduate Travel/Research Awards  
Travel/Event Coordination for:  
Faculty Recruitment  
Graduate Student Recruitment  
Department Seminar Series  
Graduate Symposium  
Reimbursement preparation - Department accounts  
Administrative Handbook & Website Management  
Copy Code Management  
Key Requests  
Facilities Requests  
Room/Vehicle/Equipment Reservations  
Equipment Inventory  
Administrative Supply Orders  
Administrative Support  
Mail Distribution  
Backup Purchaser |
| **THELMA CASTRO - Purchasing Coordinator** | Purchasing  
Low-Value PO  
High-Value PO  
PALCard  
Vendor Liaison  
Accounts Payable Liaison  
Reimbursement Preparation - Faculty Accounts  
Travel  
Supplies/Materials  
Meetings  
Membership/Subscription  
Removal  
Miscellaneous  
Travel Coordination - Faculty Accounts |