

Department of Ecology and Evolutionary Biology Administrative Offices

Assignment of Responsibilities

February 2017

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 PALCard Reviewer - primary Department Coordination for: Course Materials & Services Fees Self-Supporting Masters Program

ANU NANJAPPA - Graduate Affairs & Dept Coordinator
Graduate Student Recruitment Graduate Student Reviews Continuing Graduate Student Coordination Teaching Assistant Coordination Block Allocation - Coordination Class Schedules Summer Sessions Graduate Travel/Research Awards Overall Coordination for: Faculty Recruitment Graduate Student Recruitment Department Seminar Series Renovation Projects / EHS Requests Equipment Inventory Administrative Handbook & Website Management Backup for Front Office and Purchasing

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 - 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 UROP Fly Food Facility recharge GAANN Award Student Research & Travel Awards Bennett Berkelhamer Carpenter Clegg Handel/Sueoka Koopowitz Martiny, A. Yan PALCard Reviewer - backup Supervision Staff Training Systems Review and Improvement

Vacant - Finance Analyst
Accounting and Financial Management of the following Faculty accounts: Ayala Azizi Bracken Bradley Briscoe Emerson Frank Gaut German Hicks Hughes Huxman Martiny, J. Mooney Mueller Ranz Sakai Thornton Backup for pre-award administration for all Faculty

MARCUS UMALI - Finance Analyst
Accounting and Financial Management of the following Faculty accounts: Aguilar-Roca Allison Avise Bowler Burley Bush Campbell Faiola Hawkins Long Loudon McHenry Pratt Rasmann Rose Sorte Symanski Treseder Weller Wodarz Backup for pre-award administration for all Faculty

TINA ROMERO - Department Specialist (part-time)
Travel/Event Assistance for: Faculty Recruitment Graduate Student Recruitment Department Seminar Series Graduate Symposium Reimbursement preparation Copy Code Management Key / Facilities Requests Room/Vehicle/Equipment Reservations Equipment Inventory - assistance Graduate Affairs/Admissions - assistance Administrative Supply Orders Administrative Handbook & Website Management Administrative / Front Office Support Backup Purchaser Mail Distribution

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