

Department of Ecology and Evolutionary Biology Administrative Offices
Assignment of Responsibilities
March 2018

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

MELANIE HAWE - 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 Front Office 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 Copy Code Management Key / Facilities Requests Room/Vehicle/Equipment Reservations Equipment Inventory Website Management Graduate Affairs/Admissions - assistance Administrative Supply Orders Administrative / Front Office Support Backup Purchaser Mail Distribution

IRMA RODRIGUEZ - Senior Finance Analyst
Accounting and Financial Management of the following Faculty and Department accounts: Ayala Azizi Bracken Bradley Briscoe Emerson Frank Gaut Hicks Huxman Martiny, J. Mooney Mueller Ranz Sakai Thornton Yan Department & Instruction Accounts UROP Fly Food Facility GAANN Award Student Research & Travel Awards PALCard Reviewer - backup Systems Review and Improvement; backup for purchasing

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

THELMA CASTRO - 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

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

RODRIGO AGUAYO (temp staff through April 2018)
 Training
 Special projects