

**Department of Ecology and Evolutionary Biology Administrative Offices**  
**Assignment of Responsibilities**  
**May 2018**

<b>MARISSA REYES - Department Administrator</b>
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

<b>MELANIE HAWE - Grad Affairs &amp; Instruction Coordinator</b>
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

<b>KATE FUENTES - Department Coordinator</b>
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

<b>IRMA RODRIGUEZ - Senior Finance Analyst</b>
<b>Accounting and Financial Management of the following Faculty and Department accounts:</b> 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

<b>MARCUS UMALI - Finance Analyst</b>
<b>Accounting and Financial Management of the following Faculty accounts:</b> 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

<b>VACANT - Purchasing Coordinator</b>
<b>Purchasing</b> Low-Value PO High-Value PO PALCard Vendor Liaison Accounts Payable Liaison Service Agreements Software Purchases Removal Renovations <b>Travel Coordination</b> - including Grad Student Recruitment <b>Reimbursement Preparation</b> Travel / Meetings Supplies/Materials Membership/Subscription Removal / Miscellaneous Equipment & Space Management assistance Facilities Management

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

<b>CARMEN BASTOS - Dean's Office Senior Finance Analyst</b>
Pre-award administration for all Faculty

<b>RODRIGO AGUAYO (temp staff through June 2018)</b>
Purchasing assistance Training Special projects