

**Department of Ecology and Evolutionary Biology Administrative Offices**  
**Assignment of Responsibilities**  
**July 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 (MCRS)

<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 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

<b>IRMA RODRIGUEZ - Senior Finance Analyst</b>
<b>Accounting and Financial Management of the following Faculty and Department accounts:</b> 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 MSO 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 Briscoe Burley Campbell Faiola 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 Purchasing

<b>RODRIGO AGUAYO - 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 Backup for Front Office

<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