

Department of Ecology and Evolutionary Biology Administrative Offices

Assignment of Responsibilities

June 2017

<p style="text-align: center;">MARISSA REYES - Department Administrator</p> <p>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</p>	<p style="text-align: center;">ANU NANJAPPA - Graduate Affairs & Dept Coordinator</p> <p>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 Renovation Projects / EHS Requests Equipment Inventory Administrative Handbook & Website Management Backup for Front Office and Purchasing</p>	<p style="text-align: center;">TINA ROMERO - Department Specialist (part-time)</p> <p>Travel/Event Assistance 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 - assistance Graduate Affairs/Admissions - assistance Administrative Supply Orders Administrative Handbook & Website Management Administrative / Front Office Support Backup Purchaser Mail Distribution</p>
<p style="text-align: center;">IRMA RODRIGUEZ - Senior Finance Analyst</p> <p>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 Department & Instruction Accounts UROP Fly Food Facility GAANN Award Student Research & Travel Awards PALCard Reviewer - backup Systems Review and Improvement</p>	<p style="text-align: center;">MARCUS UMALI - Finance Analyst</p> <p>Accounting and Financial Management of the following Faculty accounts: Aguilar-Roca Allison Avisé Bowler Burley Bush Campbell Faiola German Hawkins Hughes Long Loudon McHenry Pratt Rasmann Rose Sorte Symanski Treseder Weller Wodarz Backup for Purchasing</p>	<p style="text-align: center;">THELMA CASTRO - Purchasing Coordinator</p> <p>Purchasing Low-Value PO High-Value PO PALCard Vendor Liaison Accounts Payable Liaison Service Agreements Software Purchases Travel Coordination - including Grad Student Recruitment Reimbursement Preparation Travel / Meetings Supplies/Materials Membership/Subscription Removal / Miscellaneous</p>
<p style="text-align: center;">SARAH MCCARTHY - Dean's Office Prin. Personnel Analyst</p> <p>Faculty Recruitment Staff Recruitment Personnel Administration Timesheet & Payroll Administration Benefits Coordinator International & Other Personnel-related Services</p>	<p style="text-align: center;">CARMEN BASTOS - Dean's Office Senior Finance Analyst</p> <p>Pre-award administration for all Faculty</p>	