

Department of Ecology and Evolutionary Biology Administrative Offices
Assignment of Responsibilities
December 2015

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

SARAH MCCARTHY - Dean's Office Sr. Personnel Analyst
Faculty Recruitment Staff Recruitment Personnel Administration Timesheet & Payroll Administration Benefits Coordinator International & Other Personnel-related Services

PAM MCDONALD - Graduate Affairs Coordinator
Graduate Student Recruitment Graduate Student Reviews Continuing Graduate Student Coordination Teaching Assistant Coordination Block Allocation - Coordination Class Schedules Summer Sessions

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 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

WARDA BZEIH - 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 Hawkins Long Loudon McHenry Pratt Rasmann Rose Sorte Symanski Treseder Weller Wodarz Backup for pre-award administration for all Faculty

ANU NANJAPPA - Department Coordinator
Accounting and Financial Management of: UROP Graduate Travel/Research Awards Travel/Event Coordination for: Faculty Recruitment Graduate Student Recruitment Department Seminar Series Graduate Symposium Reimbursement preparation - Department accounts Administrative Handbook & Website Management Copy Code Management Key Requests Facilities Requests Room/Vehicle/Equipment Reservations Equipment Inventory Administrative Supply Orders Administrative Support Mail Distribution Backup Purchaser Backup Grad Affairs Coordination

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