Department of Ecology and Evolutionary Biology Administrative Offices
Assignment of Responsibilities
July 2016

**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

**ANU NANJAPPA - Graduate Affairs & Dept Coordinator**
- 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
  - Department Seminar Series
  - Renovation Projects / EHS Requests
  - Equipment Inventory
  - Administrative Handbook & Website Management
- Backup for Front Office
- Backup Purchaser

**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 - 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
    - UROP
    - 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
  - Awise
  - Bowler
  - Burley
  - Bush
  - Campbell
  - Faiola
  - Hawkins
  - Long
  - Loudon
  - McHenry
  - Pratt
  - Rasmann
  - Rose
  - Sorte
  - Symanski
  - Treseder
  - Weller
  - Wodarz
  - Backup for pre-award administration for all Faculty

**MAGALY MONTANEZ (Temporary Staff)**
- Department Services Assistant
  - Travel/Event Assistance for:
    - Faculty Recruitment
    - Graduate Student Recruitment
    - Department Seminar Series
    - Graduate Symposium
    - Reimbursement preparation
    - Copy Code Management
    - Key / Facilities Requests
    - Room/Vehicle/Equipment Reservations
    - Equipment Inventory - assistance
    - Administrative Supply Orders
    - Administrative Handbook & Website Management
    - Administrative / Front Office Support
    - Mail Distribution

**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