# Department of Ecology and Evolutionary Biology Administrative Offices

**Assignment of Responsibilities**

**FEBRUARY 2020**

## 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 - backup
- Department Coordination for:
  - Course Materials & Services Fees
  - Self-Supporting Masters Program (MCRS)

## MERANDA AGUILAR - Admin Analyst & Grad Affairs Coordinator
- 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
- Website Management for Graduate Students
- PALCard Reviewer - primary
- Backup for MCRS grad affairs
- Backup for Front Office
- Backup for Travel arrangements

## JENNIFER STREI - Department Coordinator (Temp)
- 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

## IRMA RODRIGUEZ - Senior Finance Analyst
- Accounting and Financial Management of
  - the following Faculty and Department accounts:
    - Azizo
    - Bracken
    - Daley
    - Emerson
    - Frank
    - Hicks
    - Huxman
    - CEB
    - MCRS
    - Lee
    - Mooney
    - Mueller
    - Ranz
    - Sakai
    - Symons
    - Thornton
    - Yan
    - Various - A. Mortny; 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

## MARCUS UMALI - Finance Analyst
- Accounting and Financial Management of
  - the following Faculty accounts:
    - Aguilar-Roca
    - Allison
    - Avis
    - Bowler
    - Briscoe
    - Burley
    - Campbell
    - Connor
    - Faola
    - Gaut
    - German
    - Lamb
    - Long
    - Loudon
    - Lutterscheidt
    - Martiny, J.
    - McHenry
    - Pratt
    - Rodriguez-Verdugo
    - Rose
    - Sorte
    - Treseder
    - Weller
    - Hughes - accounts transferred to Dean's Office
    - Backup for Purchasing

## RODRIGO AGUAYO - Purchasing Coordinator
- Purchasing
  - Low-Value PO
  - High-Value PO
  - PALCard
  - Vendor Liaison
  - Accounts Payable Liaison
  - Service Agreements
  - Software Purchases
  - Removal
  - Renovations
- Travel Coordination - including Recruitment
- Reimbursement Preparation
  - Travel / Meetings
  - Supplies/Materials
  - Membership/Subscription
  - Removal / Miscellaneous Equipment & Space Management assistance
  - Space Renovation coordination
  - Facilities Management
  - Backup for Front Office

## SARAH MCCARTHY - Dean's Office Asst Personnel Manager
- Faculty Recruitment
- Staff Recruitment
- Personnel Administration
- Timesheet & Payroll Administration
- Benefits Coordinator
- International & Other Personnel-related Services

## CARMEN BASTOS - Dean's Office Senior Finance Analyst
- Pre-award administration for all Faculty