

Department of Ecology and Evolutionary Biology Administrative Offices

Assignment of Responsibilities

FEBRUARY 2020

<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 - backup Department Coordination for: Course Materials & Services Fees Self-Supporting Masters Program (MCRS)</p>	<p style="text-align: center;">MERANDA AGUILAR - Admin Analyst & Grad Affairs Coordinator</p> <p>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</p>	<p style="text-align: center;">JENNIFER STREI - Department Coordinator (Temp)</p> <p>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</p>
<p style="text-align: center;">IRMA RODRIGUEZ - Senior Finance Analyst</p> <p>Accounting and Financial Management of the following Faculty and Department accounts: Azizi Bracken Daley Emerson Frank Hicks Huxman CEB MCRS Lee Mooney Mueller Ranz Sakai Symons 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</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 Briscoe Burley Campbell Connor Faiola Gaut German Lamb Long Loudon Lutterschmidt Martiny, J. McHenry Pratt Rodriguez-Verdugo Rose Sorte Treseder Weller Hughes - accounts transferred to Dean's Office Backup for Purchasing</p>	<p style="text-align: center;">RODRIGO AGUAYO - Purchasing Coordinator</p> <p>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</p>
<p style="text-align: center;">SARAH MCCARTHY - Dean's Office Asst Personnel Manager</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>	