

Department of Ecology and Evolutionary Biology Administrative Offices

Assignment of Responsibilities

JANUARY 2023

MARISSA REYES - Department Administrator
Financial Management Strategic Planning Academic Personnel - Recruitment & Review Staff Personnel Management Renovations & Facilities Management Space & Equipment Management Graduate & Instructional Program Administration PALCard Reviewer - primary Department Coordination for: Course Materials & Services Fees Self-Supporting Masters Program (MCRS)

KYURI BYUN - Grad Affairs & Instructional Program 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 - backup Backup for MCRS grad affairs Backup for Front Office Backup for Travel arrangements

MARIE NAVAS - Department Coordinator
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; Directory updates Administrative / Front Office Support Renovations; Space and Equipment Inventory Graduate Affairs/Admissions - assistance Backup for Purchasing Administrative Supply Orders; Mail Distribution

IRMA RODRIGUEZ - Dean's Office Senior C & G Analyst
Accounting and Financial Management of the following Faculty and Department accounts: Azizi Bracken Daley Emerson Frank Greenhouse Hicks Huxman CEB (Center for Environmental Biology) / Kimball MCRS (Masters in Conservation and Restoration Science) Lee Mooney Mueller Ranz Rebolleda-Gomez Sakai Symons Thornton Yan Various - A. Martiny; Carpenter; Koopowitz Department Accounts Instruction Accounts Fly Food Facility GAANN Award UROP Student Research & Travel Awards

LESLIE LEGASPI - Dean's Office C & G Analyst
Accounting and Financial Management of the following Faculty accounts: Aguilar-Roca Allison Briscoe Burley Campbell Connor Faiola Garcia Vedrenne Gaut German Hammer Herbarium; Bowler Lamb Long Loudon Lutterschmidt Martinez Martiny, J. McHenry Pratt Rodriguez-Verdugo Rose Sorte - managed by Shana Contreras (Dean's Office) GAANN Award - managed by Shana Contreras (Dean's Office) Treseder Hughes - accounts transferred to Dean's Office Finance

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 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 C & G Analyst
Pre-award administration for all Faculty