

Department of Ecology and Evolutionary Biology Administrative Offices

Assignment of Responsibilities

SEPTEMBER 2024

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) Financial Management of: Department & Instruction Accounts MCRS (Masters in Conservation and Restoration Science) URO; Student & Travel Awards Fly Food Facility

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 Backup for PALCard purchases

MARIE NAVAS - Department Coordinator
Travel/Event Coordination for: Faculty Recruitment Graduate Student Recruitment Graduate Symposium Coordination for Department Seminars Reimbursement preparation Facilities /Phone Requests Room/Vehicle/Equipment Reservations Website Management; Directory updates Administrative / Front Office Support Space and Equipment Inventory Graduate Affairs/Admissions - assistance Backup for PALCard purchases Administrative Supply Orders; Mail Distribution PALCard Reviewer - backup

MIGUEL RODRIGUEZ - Dean's Office Senior Analyst
Accounting and Financial Management of the following Faculty and Department accounts: Azizi Bowler; Herbarium Bracken Campbell Emerson Faiola Frank Greenhouse Hicks Hughes Huxman CEB (Center for Environmental Biology) Kimball Lutterschmidt Martiny, A. Mooney Mueller Pratt Ranz Rebolleda-Gomez Sakai Symons Thornton Yan Carpenter; Koopowitz

LESLIE LEGASPI / SHANA CONTRERAS - Dean's Office Sr. Analyst
Accounting and Financial Management of the following Faculty accounts: Aguilar-Roca Allison Briscoe Burley Connor Daley Garcia Vedrenne Gaut German Hammer Lamb Lee Long Loudon Martinez Martiny, J. McHenry Rodriguez-Verdugo Rose Sorte - managed by Shana Contreras GAANN Award - managed by Shana Contreras Treseder

JANET ALCAUTER - Purchasing & Administrative Coord
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 Inventory & Space Management Facilities Management Backup for Front Office

SARAH MCCARTHY - Dean's Office Asst Personnel Mgr
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