

Department of Ecology and Evolutionary Biology Administrative Offices

Assignment of Responsibilities

FEBRUARY 2025

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 / SHANA CONTRERAS - Dean's Office
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 Williams Yan Sorte; GAANN - managed by Shana Contreras

LESLIE LEGASPI / LEAH ALFARO - Dean's Office
Accounting and Financial Management of the following Faculty accounts: Aguilar-Roca Allison Briscoe - Leah Alfaro Burley Connor - Leah Alfaro Daley Garcia Vedrenne - Leah Alfaro Gaut German - Leah Alfaro Hammer Lamb - Leah Alfaro Lee Long Loudon Martinez - Leah Alfaro Martiny, J. McHenry - Leah Alfaro Rodriguez-Verdugo Rose - Leah Alfaro Thornton - Leah Alfaro 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