

Geosciences Department, Main Office Staff

Name, Title & Responsibilities

Peter Reiners
Department Head

Business Support

Sylvia Quintero

Business & Finance Manager

1. Department budget/resource administration for all funds
2. Strategic planning; problem/crisis (creative) resolution
3. Finance; manage, ensure compliance & maximum utilization
4. Contracts: negotiation, review, liaison
5. Audit/regulatory compliance; federal, state, UA
6. Represent Dept to COS, UA, sponsors, & others

Sharon Bouck

Principal Accountant

1. Employment, benefits, HR policies
2. Payroll, time-cards, student funding
3. Travel authorizations, reimbursements
4. Accounting, ICR, Foundation
5. Budgets; state personnel, grants, etc.
6. Business policy compliance & communication

Heather Alvarez

Senior Accountant

1. Travel/operations/oeimbursements
2. PCard; purchasing, reconciliation
3. Labs; accounts receivables; invoicing, deposits
4. Purchasing; Shop Catalogs, PO's, PCard
5. Accounting; labs, grants, restricted, etc.
6. Proposal budgets & processing

Denise Carrillo

Senior Accountant

1. Proposals; processing, budgets, approvals
2. Gifts; deposits and reconciling
3. Motor Pool supervisor, course fee reconciliation
4. Accounting; Science Foundation, UA Foundation, scholarships, grants, etc.
5. Purchasing; Shop Catalogs, PO's, PCard, Foundation
6. Scholarships; award processing & account reconciliation

Cindi Barth

Associate Accountant

1. Proposals; processing, budgets, approvals
2. Accounting; labs, grants, etc.
3. Travel authorizations, reimbursements
4. Business policy compliance & communication
5. PCard; purchasing, reconciliation
6. Labs; accounts receivables; invoicing, deposits
7. Purchasing; Shop Catalogs, PO's, PCard
8. Gifts: Deposits and reconciling
9. Motorpool
10. Employment, benefits, HR policies
11. Payroll, time cards, student funding

IT Support

Isaac Way

Support Systems Analyst

1. Server, desktop, & laptop support
2. Classroom IT support
3. Undergrad Lab support
4. Web site support
5. Network & phone installs
6. Inventory & surplus

Kiriaki Xiluri-Lauria

Support Systems Analyst

- (Geophysics & Mineralogy Only)
1. Server, desktop, & laptop support
 2. Database support
 3. Web sites, mailing lists
 4. Undergrad lab support
 5. Inventory & surplus
 6. Phone & data connections

Michelle Garcia

Program Coordinator, Senior

1. Meetings and events, minutes
2. Geosciences colloquium coordination
3. Calendars and reimbursements for department and department head
4. Facilities
5. Curriculum and course scheduling
6. Teaching load, class lists, syllabi and course evaluations
7. Promotion & Tenure, annual performance reviews, affiliate/joint appointments
8. Proposal processing
9. Visas
10. Room & course scheduling

Student Assistants (work study)

Administrative Office Support

1. Answer phone, front office reception
2. Purchasing, Buy Ways, IBFs, PCard
3. Motor Pool reservations
4. Copy billing/account set off
5. Scantron reservations
6. Mail distribution, shipping, FEDEX
7. Copy/fax machine upkeep
8. Errands, courier duties
9. Special projects as assigned

Academic Support

Anne Chase

Academic Advisor/Graduate Coordinator

- (0.9 FTE)
1. Graduate student support
 2. Undergraduate student support, Field Camp
 3. Funding, scholarships, TA's, & RA's
 4. Admissions, recruiting, & orientations
 5. Curriculum, enrollment
 6. Web roster, textbooks, evaluations, reports

Shawna Matteson

Undergraduate Advisor

1. Undergraduate advising
2. Outreach
3. Undergraduate career counseling & opportunities

Alicia Saposnik

Alumni Program Coordinator

1. Development
2. Donor relations and stewardship
3. Alumni support and events
4. Printed and e-newsletters
5. Web site content
6. Social media
7. Databases, directories, reports

Technical Support

David Steinke

Senior Staff Engineer

1. Repair/design/construct research equipment
2. Equipment/parts acquisition
3. Provide support in acquiring funding
4. Assist previous students with technical support
5. Install infrastructure in labs
6. General labor for department

Mark Baker

Principal Research Specialist

- (0.5 State-supported FTE with other support)
1. Isotope geochemistry lab manager
 2. Geochemistry Cleanlab manager
 3. Operations/technical support for LaserChron facility
 4. Departmental safety officer and building manager
 5. Operation/repair of mass spectrometers
 6. Chemistry and general research support

Ben McElhane

Electrical Technician

- (0.66 State-supported FTE with other support)
1. Repair/design/construct research equipment
 2. Install infrastructure in labs
 3. Upkeep electronics shop, wood shop
 4. Upkeep field gear and storage
 5. Process surplus and inventory
 6. General labor/handyman for department
 7. Tech support for Isotope Lab