

# Geosciences Department

## Main Office Staff

Name, Title, & Responsibilities

### 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 McElhaney

##### 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

### Business Support

#### Gayle Zizzo

##### 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

##### 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

#### Denise Carrillo

##### Accountant

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

#### Student Assistants (work-study)

##### Front Office Support

1. Answer phone, front office reception
2. Mail; distribution, shipping
3. FEDEX; processing, billing
4. Copy/fax machine upkeep
5. Errands, courier duties
6. Special projects as assigned

#### Heather Alvarez

##### Accountant Associate

1. Travel/Operations/Reimbursements
2. PCard; purchasing, reconciliation
3. Labs; accounts receivables; invoicing, deposits
4. Purchasing; BuyWays, PO's, PCard
5. Accounting: labs, grants, restricted, etc.
6. Copy machine maintenance and billing

### Academic Support

#### Norm Meader

##### Administrative Associate

(0.5 FTE)

1. Administrative support for Dept. Head
2. Promotion & Tenure, Annual Performance Reviews
3. Geophysics support
4. Teacher Course Evaluations
5. Field public inquiries
6. Geosciences colloquium coordination

#### Rocio Brambila

##### Administrative Associate

(0.5 FTE)

1. Administrative support for Dept. Head
2. Attends and summarizes faculty meetings
3. Helps coordinate promotion and tenure packages
4. Helps coordinate SEES and other meetings
5. Provides information support from on-line sources
6. Coordinates services from other UA units

#### Anne Chase

##### Academic Advisor

(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. Room & course scheduling, curriculum, enrollment
6. Web roster, textbooks, evaluations, reports

#### Lesya Langan DuBerry

##### Alumni Program Coordinator

(0.75 FTE)

1. Alumni support, events
2. Printed Newsletter
3. Oil Company recruiting
4. Databases, Directories, reports
5. Web site management
6. Communications

### IT Support

#### Eneida Guerra de Lima

##### Support Systems Analyst

(Not Geophysics & Mineralogy)

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

(Only Geophysics & Mineralogy)

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