

# 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
7. Tech Support for Isotope Lab

### Business Support

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##### 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; Science Foundation, 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. Purchasing, Buy Ways, IBFs, PCard
3. Mail distribution, shipping, FEDEX
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. Proposal budgets & processing

### Academic Support

#### Gabriela Guglielmo

##### Administrative Associate

1. Administrative support for Dept. Head & Faculty
2. Promotion & Tenure, Annual Performance Reviews  
Affiliate/Joint appointments
3. Proposal processing
4. Facilities & space-use liaison
5. Teacher Course Evaluations
6. Geosciences colloquium coordination

#### 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

#### Alicia Saposnik

##### 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

#### 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

(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