### Geosciences Department, Main Office Staff

**Name, Title & Responsibilities**

#### 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

#### IT Support

**Isaac Way**  
**Support Systems Analyst**  
- Server, desktop, & laptop support
- Classroom IT support
- Undergrad Lab support
- Web site support
- Network & phone installs
- Inventory & surplus
- Phone & data connections

**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/reimbursements
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. 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

**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

#### Academic Support

**Anne Chase**  
**Academic Advisor/Graduate Coordinator**  
- Graduate student support
- Undergraduate student support, Field Camp
- Funding, scholarships, TA’s, & RA’s
- Admissions, recruiting, & orientations
- Curriculum, enrollment
- 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**  
- 0.6 State-supported FTE with other support
- Isotope geochemistry lab manager
- Geochemistry Clearlab manager
- Operations/technical support for LaserChron facility
- Departmental safety officer and building manager
- Operation/repair of mass spectrometers
- Chemistry and general research support

**Ben McElhaney**  
**Electrical Technician**  
- 0.66 State-supported FTE with other support
- Repair/design/construct research equipment
- Install infrastructure in labs
- Uprkeep electronics shop, wood shop
- Uprkeep field gear and storage
- Process surplus and inventory
- General labor/handyman for department
- Tech support for Isotope Lab

#### 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

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**Peter Reiners**  
**Department Head**