

EMN ADMINISTRATIVE UNIT GUIDE

WEBSITE: <https://emn.ucr.edu/>

FINANCIAL ADMINISTRATIVE OFFICER

- **SHERICE UNDERWOOD** (Financial & Administrative Officer) – shericeu@ucr.edu or x25902 (LSP 2740)
- Manage the administrative operation for EEOB, MCSB, NRS and Centers
- Establish departmental goals and manage all HR, Finance and physical resources
- Manage systems and procedures to protect the departments' assets and provide leadership in the management of financial, personnel and student affairs

FRONT OFFICE

STAFF (emnadmin@ucr.edu):

- **TARA PASTUCHA** (Procurement Specialist & Front Desk Supervisor) – tara.pastucha@ucr.edu or x25937 (LSP 2805)
- **Aaron Chavez** (Administrative Assistant III) – aaron.chavez@ucr.edu or x26043 (LSP 2715)
- **KATRINA PRECIADO** (Administrative Assistant III) – katrina.preciado@ucr.edu or x25903 (LSP 2840)
- **ROBIN HEATHCOAT** (Administrative Assistant III)– [TBD](#) or x25903 (LSP 2715)

DUTIES:

- Answer main EMN phone (x25903) and general requests
- Handle incoming and outgoing mail, FedEx shipping requests, Multimedia Technologies requests, Fleet vehicle requests, seminar announcements, entertainment and travel requests, reimbursements, printing and parking permits.
- Approve all EMN room reservation requests
- Distribution of all unit keys and FOBs (by appointment)

ADMINISTRATIVE OFFICER II

- **ESTELLA DAVALOS** (Administrative Officer) – estella.davalos@ucr.edu or x25904 (LSP 2715)

DUTIES:

- Department Safety Officer
 - Covid-19 information
 - EH&S liaison
 - Lab Training issues (lab safety, chemical hygiene, sexual harassment, etc.)
 - Safety, incident & injury reporting, space/lab emergency issues
- Submits facility trouble tickets and work order requests
- Manage mandatory training requirements
- Space updates and requests
- Summer Session teaching
- Website updates
- Computer and telecommunication support
- Lab and Office renovations and Furniture purchases

FINANCE

STAFF:

- **GUILLE VALLEJO** (Financial Operations Manager) – guille.vallejo@ucr.edu or x22965 (LSP 2725)
- **MAGGIE TELLO** (Financial Analyst and Interim Contract & Grant Analyst 3) Maggie.tello@ucr.edu or x22282 (LSP 2730)
- **SILVANA PAYNE** (Administrative Assistant III and Interim Financial Analyst) Silvana.payne@ucr.edu or x26043 (LSP 2840)
- **PAIGE MEJIA** (Contract & Grant Analyst 3) – x25935 (LSP 2725)
- **SOPHIA JURISCH** (Contract & Grant Analyst 2) – x29352

FOM (FINANCIAL OPERATIONS MANAGER) DUTIES (Guille Vallejo)

- Supervisor for Financial Operations for EMN Unit and back-up for their areas.
- Responsible for Contracts and Grants for the Natural Reserve System including proposals and ongoing managing of awards.
- Responsible for monthly statements for the Natural Reserve
- Department SAA.
- Back-up to Sherice (FAO) and in charge for all EMN business in her absence
- Manage fiscal close and ensure all finances are in balance

CONTRACTS AND GRANTS DUTIES (Silvana – NRS; Maggie Tello - EEOB/and some MCSB PI's; Paige Mejia – MCSB; Sophia Jurisch – Stem Cell and Some EEOB PI's):

- Proposals and ongoing managing of PI funds
- Produce monthly statements for PIs

FINANCIAL ANALYST II DUTIES (Silvana Payne)

- Monthly financial ledger reconciliation
- Vehicle Inventory and Purchasing Card
- Administrator (ProCard) and transfers
- Utility billing management
- Gift processing & misc. deposits
- Web Recharge for Stem Core Center/Imaging Core

ADMINISTRATIVE OFFICER III

- **Heather Constable** (Administrative Officer III for NRS) heather.constable@ucr.edu or x24931 (2925 LSP)

DUTIES:

- Monitor NRS capital projects with on-campus constituents
- Facilitate operations in support of the NRS mission in conjunction with the Reserve Directors and Faculty Director
- Monitor grant opportunities relevant to the NRS
- Acts as a safety coordinator and aids in the development of NRS budgets

OTHER RESOURCES:

BIOLOGY SHOP:

- **LAURIE GRAHAM** (Lab Machinist) – laurie.graham@ucr.edu or x22117
- Constructs, redesigns and repairs mechanical, electronic and refrigeration equipment for teaching and research on a recharge basis

LAB PREP (labprepbiology@ucr.edu)

STAFF:

- **JON ALLEN** (Lab Prep Supervisor) jon.allen@ucr.edu or x23830 (1229 SPTH)
- **XINXIA LI** (Lab Prep, SRA II) xinxia.li@ucr.edu or x23830 (1229 SPTH)
- **MI KYONG KIM** (Lab Prep, Lab Assistant III) mikyong.kim@ucr.edu or x23830 (1229 SPTH)
- **CORA SARGENT** (Lab Prep, Lab Assistant II) cora.sargent@ucr.edu or x23830 (1229 SPTH)
- **STEPHANIE NANNEMAN** (Lab Prep, Lab Assistant II) Stephanie.russell@ucr.edu or x23830 (1229 SPTH)
- **KT BLANCO** (Lab Prep, Lab Assistant II) Karmen.blanco@ucr.edu or x23830 (1229 SPTH)

DUTIES:

- Set-up and take down of Teaching laboratories
- Assistance with instructing personnel on autoclave use (Spieth) and request service/repair on autoclaves
- Manage short term loan of lab equipment, use of teaching labs outside of scheduled classes, and submit trouble tickets
- Primary receiving of purchased goods

ACADEMIC PERSONNEL SERVICE UNIT (APSU) STAFF:

- **MCSB ANALYST: Tavia Rivera** - tavia.rivera@ucr.edu or x23997; **EEOB ANALYST: Marie Good** – marie.good@ucr.edu x 24228
 - Responsible for all Merit and Promotion files for Faculty in EMN Unit.
- **MCSB & EEOB ASSISTANT: Troy Hall** troy.hall@ucr.edu or x23423
 - processes all non-senate academic appointments.

HARVEST (NAPSU) NON-ACADEMIC PAYROLL/PERSONNEL UNIT (napsupodd@ucr.edu)

- **Sandra Burroughs** – Sandra.burroughs@ucr.edu or x24367
 - Responsible for Staff recruitments, lay-offs and other HR related duties
- **Jay Nguyen** – napsupodd@ucr.edu or x24893
 - Processes Payroll/Personnel transactions for Faculty, Staff, and Student appointments in the EMN Unit.