

## 2022/2023 Department of Geography Staff Information

Updated 9/21/22  
Fall 2022 Schedule

Name	Location	Duties	Telephone/e-mail	Schedule
Michael Bales System Administrator	1713 Ellison Hall	System administration	help@geog.ucsb.edu	T/R 10-7 on campus M/W/F 10-7 Remote
Michael Colee Director of IT	6703 Ellison Hall	Directs computing services for both Geography and the Earth Research Institute.	(805) 893-7348 help@geog.ucsb.edu	M-F (on-site ~ once per week)
Sarah Dahl Personnel Analyst	1844 Ellison Hall	Manages departmental personnel administration for Student, Staff, Researcher (nonfaculty), and Affiliate appointments, including hiring, payroll, timecard procedures, job description facilitation, and benefits questions.	(805) 893-4961 sarahdahl@ucsb.edu	W/F 7-4 on campus M/T/R 7-4 Remote
Alex Feldwinn Help Desk Manager & Systems Administrator	1709 Ellison Hall	Helps administer department Windows servers and manages all the instructional spaces. Also manages the desktop support for the staff, faculty, and graduate students in the department.	(805)893-3319 help@geog.ucsb.edu	M-F 8-5 on campus
Danica Marter Purchasing, Travel and Student Programs Assistant	1837 Ellison Hall	Oversees the following items: miscellaneous reimbursements, travel reimbursements, purchasing, textbooks, newsletters, spatial minor advising, student workshops, social media. Assists with conference and classroom reservations.	(805)893-4998 danica@geog.ucsb.edu	M-F 7-4 on campus
John Huber Contracts & Grant Manager	1840 Ellison Hall	Manages Geography contract/grant administration and supervises staff in personnel, finances, purchasing/travel, and space.	(805) 893-TBD jhuber@geog.ucsb.edu	M-F 6:30-3:30 Remote
TBN Student Financial Assistant	1839 Ellison Hall	Assists a variety of financial tasks, including procurement, shipping/receiving, and reimbursements, as well as general administrative tasks, including key management, mail dissemination, copier management, and other tasks.	purchasing@geog.ucsb.edu	M-F TBD On campus
Alycia Lewis Business Officer	1841 Ellison Hall	Oversees all departmental operations: Academic Personnel, Human Resources, Student Affairs, Budget & Finance, C&G, Computing, Procurement, Reimbursements, Facilities & EH&S.	(805) 893-4980 alycia@geog.ucsb.edu	M/T/W 8-5 on campus R/F 8-5 Remote
Patty Murray Undergraduate Advisor	1834 Ellison Hall	Serves as Undergraduate Advisor, working with students and faculty in areas of undergraduate education. Assists with conference and classroom reservations.	(805) 893-4929 patty@geog.ucsb.edu	M/W/R 9-2 on campus T 9-2 Remote
Cat Oreglia Academic Personnel & Space Analyst	1836 Ellison Hall	Responsible for all faculty appointments (including affiliated, adjunct, and emeriti), research merit cases, Department safety representative (DSR), and office and lab space coordinator.	(805) 893-5088 coreglia@ucsb.edu	M-F 8-5 Remote
Consuelo Rivera Financial Analyst	1842 Ellison Hall	Responsible for financial administration of all departmental funding, including campus and state funds, gift funds, and extramural awards; monthly reconciliation and statement production; interdepartmental and intercampus recharges; transfer of funds and transfer of expense; subcontracts and PSA payments.	(805) 893-4971 consuelo@geog.ucsb.edu	W/R/F 7-4 on campus M/T 7-4 Remote
Kathryn Ficke Student Programs Manager/ Graduate Advisor	1831 Ellison Hall	Manages the graduate program and coordinates TA/GSR/reader/fellowships appointments along with Associates and Lecturers. Assists with conference and classroom reservations.	(805) 893-4944 kathryn@geog.ucsb.edu	T/W/R 8-5 on campus M/F 8-5 Remote
TBN Administrative Coordinator, spatial@ucsb	3512 Phelps	Main administrative contact for spatial@ucsb. Coordinates visa processing for all departmental Visiting Scholars/visitors.	(805) 893-xxxx TBN@spatial.ucsb.edu	TBD