

Staff Member	Area of Responsibility
<p>Alycia Lewis Business Officer</p> <p>805.893.4980 alycia@geog.ucsb.edu</p> <p>Hours: M-F 8am-5pm Office: T,W,F Remote M,R</p>	<ul style="list-style-type: none">• Oversees all departmental operations:<ul style="list-style-type: none">○ Academic Personnel○ Human Resources○ Student Affairs○ Budget & Finance○ Contracts & Grants○ IT/Building Operations & Support○ EH&S○ Procurement/Reimbursements• Manages building and office keys• Curriculum Plan Coordinator• FTE Plan Coordinator• UC Path Administrator• Back-up Department Safety Representative
<p>Michael Bales Systems Administrator</p> <p>help@grit.ucsb.edu</p> <p>Hours: M-F (hours vary)</p>	<ul style="list-style-type: none">• Defines, designs, and implements software and hardware, system upgrades, computer and network security, maintenance and repairs, network expansion.• Manages system accounting, and application software configuration.• Responsible for network services critical to operations including: web services, remote access, license servers, virtual infrastructure, data storage and file sharing services.• Responsible for defining, designing and implementing databases and websites• Defines, designs and implements highly complex software and scripts to support systems management, log analysis and other system administration duties for multiple, highly integrated systems.
<p>Michael Colee GRIT Director</p> <p>805.893.7348 help@grit.ucsb.edu</p> <p>Hours: M-F (hours vary) on-site once per week</p>	<ul style="list-style-type: none">• Director of General Research IT (GRIT)• Long history supporting research IT at UCSB with a background in snow hydrology, geomorphology, remote sensing, GIS, climate modeling, research management and field work in various physical science fields.

Geography

Alex Feldwinn
Windows Systems Administrator/
Computer Lab Manager

805.893.3319
help@grit.ucsb.edu

Hours:
M-F 8am-5pm
Fully on-site

- Helps administer department Windows servers
- AD management/user account lifecycle management
- Manages all instructional spaces
- Desktop support for faculty, staff, and graduate students
- Department Connect Administrator (Email/Listservs/Groups/Calendars, etc.)
- Website support (Directory, News, People, & Announcements)
- End-User system configurations and implementation
- Server setup and maintenance for both Business and Research
- Department software (license, installs and upgrades)
- Advises on and facilitates with computer equipment/software purchases

Kathryn Ficke
Student Programs Manager/
Graduate Program Advisor

805.893.4944
kathryn@geog.ucsb.edu
grad_advisor@geog.ucsb.edu

Hours:
M-F 8:00am-4:30pm
Office: T-R Remote: M,F

- Supervises undergraduate and graduate academic programs
- Manages grad student recruitment efforts
- Graduate application administrator
- Responsible for all aspects of Hiring Continuing/Temporary Lecturers and ASE's (Teaching Assistants, Associates, Monthly paid GSR's, and Readers)
- Enters Lecturer and ASE appointments into UCPath
- ASE appointment liaison with all campus agencies including United Auto Workers (UAW) liaison
- Process all University fellowships and tuition waivers for graduate students
- Manages block grant funding
- Graduate Student Advising
 - Doctoral Advancement/Defenses
 - Petitions from Graduate Division
 - Master's Degree processing
 - Annual Reviews
 - Written Exam Administration
- Assists with student events
- Coordinates departmental colloquium
- JDP - administrative questions

John Huber
Contracts & Grants Manager

805.893.4996
jhuber@geog.ucsb.edu
proposals@geog.ucsb.edu

Hours:
M-F 6:30am-3:30pm
Fully Remote

Secondary Chief Staff Administrator and Business Operations Manager

Manages contract & grant administration:

- Pre-award: proposal preparation and submission, budget development, liaison with central Office of Research
- Post-award: Supervises staff in personnel, budget, and purchasing/travel
- Award closeout
- Oversees summer compensation

Gateway Purchasing Administrator/Approver

Flexcard Allocator/Approver

UCPath Administrator/Approver

Payroll & Kronos Administrator

Campus Systems Access

Rate & Recharge Proposals

Financial Reporting

Timothy King
Personnel & Payroll Analyst
805.893.4961
timothyking@ucsb.edu
personnel@geog.ucsb.edu

Hours:
M-F 8am-4:30pm
Office: M-F

- Manages departmental personnel administration, including hiring, payroll, and timekeeping, for:
 - Staff
 - Research titles, including postdocs, specialists, and project scientists
 - Hourly students
 - Recall faculty & WOS appointments
- Academic Personnel Merit & Promotion cases for research titles (specialist, postdocs, project scientists)
- US Work Authorization coordinator
- Funding entries for all department personnel
- Payroll projections
- Summer Compensation
- Manages academic affiliates
- UCPath Administrator
- UCRecruit Administrator (non-faculty)
- Kronos Administrator
- Department Benefits Rep
- Leave Administration (non-faculty)

Geography

Danica Marter
Purchasing, Travel, &
Student Programs Assistant

805.893.4998
purchasing@geog.ucsb.edu
reservations@geog.ucsb.edu

Hours:
M-F 7am-4pm
Fully on-site

Manages all purchasing and receiving:

- Gateway and Flexcard purchaser
- Concur expert

Manages all travel requests and reimbursements:

- Concur Travel, Purchasing (Hotel, Flight, etc.)
- Coordinates Dangermond Travel Grants

Manages departmental equipment inventory

Assists Student Programs Manager with graduate and undergraduate programs:

- Manages Textbook Inventory - Instructor Desk Copies
- Spatial Minor Advising

Other departmental support:

- Department Room Reservations
- Department Printer Issues
- Assists with departmental events and colloquium
- Oversees social media and newsletters
- Assists with student workshops and outreach

Patty Murray
Undergraduate Advisor

805.893.4929
ugrad_adv@geog.ucsb.edu
patty@geog.ucsb.edu

Hours:
M-R 8am-3pm
Office: M,T,W Remote: R
Limited availability (via email only) on
Fridays

- General Advising for all Undergraduate Majors
- Reviewing & Approving Petitions
- Degree Completion Analysis
- Major/Minor Requirement Analysis
- Assists with Curriculum Plan Development
- EAP approvals
- Clear Transfer courses
- Schedules courses
- Assist with Summer Sessions
- Assist with all Articulations
- Facilitates new course approvals
- Disabled Student Program exam accommodations
- Change of Major petitions
- Manages ESCI's
- Back-up advisor for grad program
- Coordinates year-round recruitment and outreach efforts
- Department Room Reservations

Geography

TBN - currently recruiting
Academic Personnel Analyst/
Space Management

805.893.5088
TBN@ucsb.edu
space@geog.ucsb.edu

Hours:
TBD

Academic Personnel:

- Faculty and Researcher Personnel Merits and Promotions Cases
- Faculty Appointments, including affiliated, adjunct, and emeriti
- Faculty Leaves and Sabbaticals
- Academic Personnel Recruitment/UCRecruit administrator
 - Manages faculty recruitment allowances
 - Coordinates faculty recruitment visits
- Faculty hiring, onboarding and removal expenses
 - Faculty Visa coordinator
- Department Administrator for Faculty Recruitment housing allowance
- UC & Academic Personnel Policy Questions
- Reconciles faculty payroll

Space Management:

- Manages and coordinates faculty office and lab renovations
- Oversees student office moves and furniture inventory
- Office and lab space coordinator
- Coordinates space assignments
- Manages TMA tickets
- Department Safety Representative (DSR)
 - Environmental health and safety compliance
 - Manages annual laboratory inspections

Consuelo Rivera
Financial Manager

805.893.4971
consuelo@geog.ucsb.edu

Office Hours: M-F 7am-4pm
Fully Remote

Responsible for department financial administration, including:

- All Start-up Funding
- All departmental funds
- All Research Accounts
- All Endowment Funds
- Various Donor Funds
- URCA/FRAP Funds
- Campus/UC awards
- All Scholarship Awards
- Recruitment Expenses
- Monthly general ledger reconciliation
- Monthly financial statement production
- Financial Reporting
- Interdepartmental and intercampus recharges
- Transfer of expense
- Transfer of funds

Subcontract and PSA management
Rate & Recharge Proposals