Ron McCoy, Assistant Director

- Budget Management
- SRAD/PERK Account Management
- Planning/Administration

Alicia Rivera, Finance & Administrative Specialist

- Purchasing Card Proxy & Reconciler
- Supervisor of Human Resources/Travel/Purchasing Functions
- Makes recommendations to Assistant Director on methods/processes that will improve departmental initiatives and reports.

Claire Sirmans, Administrative Associate

- Faculty Appointments
- Foundation Fund Management
- Assignment of Responsibility
- Admin support for EOAS Chair
- Travel and Purchasing card holder

Audrine Finnerty, Grants Compliance Analyst

- Grants Department Supervisor
- Review Grant Proposals
- Grant Reconciliation/Process Travel/ Proxy & Reconcile Purchasing Card transactions for assigned PI’s
- Review Actives, Process Appointments & Reappointments for assigned PI’s
- New Faculty Grants Liaison
- Rogers Building Administrative contact

Helenthia Stephens, Grants Compliance Associate

- Grant Reconciliation/Process Travel/ Proxy & Reconcile Purchasing Card transactions for assigned PI’s
- Review Actives, Process Appointments & Reappointments for assigned PI’s
- New Faculty Grants Liaison
- Review Grant Proposals

Stephanie Brimm, Grants Compliance Associate

- Grant Reconciliation/Process Travel/ Proxy & Reconcile Purchasing Card transactions for assigned PI’s
- Review Actives, Process Appointments & Reappointments for assigned PI’s
- New Faculty Grants Liaison
• Review Grant Proposals

Joel Keough, Grants Compliance Associate

• Grant Reconciliation/Process Travel/ Proxy & Reconcile Purchasing Card transactions for assigned PI’s
• Review Actives, Process Appointments& Reappointments for assigned PI’s
• New Faculty Grants Liaison
• Review Grant Proposals

Shaline Escarfulleri, Grants Student Assistant

• Receive and distribute packages in Rogers Building
• Order Supplies
• Copy exams and other material for Faculty & Staff
• Assist with internal mail delivery as needed

Walter Lee, Receptionist/Accountant (Love Building)

• Greet customers/Answer phone
• Provide clerical support to faculty and staff
• Receive and distribute packages in Love Building
• Backup Purchasing and Travel Rep
• Purchasing card holder
• Internal mail run
• Maintain copiers with toner and paper
• Reconcile departmental E&G, Carry-Forward, Research Foundation and SRAD budgets
• Various financial analysis as needed

Adam Ware, Staff Services Associate

• Serves as the Human Resources department representative and liaison between the Office of Human Resources and the department.
• Processes employee appointment requests as provided by the Academic Advising team and Grants Administrators
• Initiates New Employee Wizard forms with new employees and the Form I-9
• Departmental contact for OMNI time entry deadline to ensure timely and accurate payroll
• Oversees A&P and USPS Evaluations
• Department liaison for Workers Compensation/FMLA/ADA
• Notary
Diane Grubbs, Administrative Associate

• Departmental Travel Representative
• Notary

Robin Harrison, Office Administrator

• Departmental Purchasing Representative
• UPS Shipping
• Notary

Vacant, OPS Office Support

• Filing
• Back-up Receptionist and mail run

William Langley, Facilities Specialist

• Work Order requests (Telephone, Building)
• Building Access/Key Manager
• Property Custodian

Alan Michels, Facilities Specialist

• Inventory taker
• Repair research equipment
• Design and construct lab and field equipment

Chaquita Sanders, Receptionist (Carraway Building)

• Greet customers/Answer phone
• Provide clerical support to faculty and staff
• Receive and distribute packages in Love Building
• Internal mail run

Elizabeth Steadham, Application Developer

• Media (EOAS website/Facebook
• Outreach Development
Edward Peirce, IT Manager
- IT Operations & Network Services Manager

Kelly Hirai, Computer Research Specialist (Love Building)
- System Administrator and Application Support and Development

Robert Broedel, Technical Research Designer
- Instruments hardware and network support

Vacant, IT Support Specialist (Rogers Building)
- System Administrator and Application Support and Development

Michaela Lupiani, Academic Program Specialist
- Manager – Academic Advising
- Advisor for Oceanography & Geology Graduate students

Valerie Smith, Graduate Assistant
- Advisor for Geology Undergraduate students

Timothy McGann, Academic Program Specialist
- Advisor for Applied Geoscience, Geology, and Environmental Science for Undergraduate students

Alicia Brown, Academic Program Specialist
- Advisor for Meteorology Undergraduate and Graduate students