

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

