Ron McCoy, Assistant Director

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

Alicia Rivera, Finance & Administrative Specialist

- Purchasing Card Proxy & Reconciler
- Reconcile E&G, Carry-forward & Auxiliary Budgets
- Supervisor of Human Resources/Travel/Purchasing/Receptionist Functions

Claire Goodhue, Administrative Associate

- Faculty Appointments
- Foundation Fund Management
- Assignment of Responsibility
- Admin support for EOAS Chair

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

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
- Internal mail run
- Maintain copiers with toner and paper
- Reconcile departmental E&G, Carry-Forward, and SRAD budgets
- Various financial analysis as needed

Vacant, Staff Services Associate

- Departmental Human Resources Representative
- Process employee appointments
- Initiate New Employee Wizard form for new employees and Form I-9
- Distribute bi-weekly timesheets and enter Time & Leave

Diane Grubbs, Administrative Associate

- Departmental Travel Representative
- Notary

Robin Harrison, Office Administrator

- Departmental Purchasing Representative
- UPS Shipping
- Backup for Time and Leave tasks
- Notary
Vacant, OPS Office Support

- Filing
- Assist with timesheet preparation
- 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

Patricia Johnson, 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

Ashley Gibbens, IT Support Specialist (Rogers Building)

- System Administrator and Application Support and Development
Michaela Lupiana, 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