

CEE Department Staff Duties

Mimi Baik (SAO)	Diana de Los Santos (Payroll Analyst)	Stacey Fong (MSO)	Jazlyn Ocasio (Fund Manager)	Kelli Yang (50%) (Admin/Chair's Assistant)	Vanessa Thulsiraj (Dev. Engr)	Eric Ahlberg (Dev. Engr)
<ul style="list-style-type: none"> Graduate Admissions Graduate Student Advising Fellowship Allocation TA/GSR/Reader assignments VGR application and DS-2019 processing Class Scheduling Program requirement Changes CIMS Course Proposal – revision/new Graduate Orientation and student recruitment Open House events 	<ul style="list-style-type: none"> Academic Personnel Cases Multi Campus Location Payments UC OATS Hiring of all personnel in UCPATH (faculty, lecturers, postdocs, staff, students (GSR/TA/Readers), Visiting non-students DS-2019 and visa processing Payroll transfers Parking Coordinator Backup for website updates UCPath Center (855) 982-7284 Contact for questions on benefits, paycheck, taxes, W-2, W-4 	<ul style="list-style-type: none"> Temp Teaching Budget CBIG Budgeting NSTP application Faculty Summer Salary worksheet Academic Recruit – Faculty Search Faculty Relocation Startup Account Setup Effort Reporting Monthly Account Summaries Gift Deposits Staff Personnel Actions – new job description, posting, revision, employment contracts Student Group Financials Payroll transfers DSA – grant access Staff supervision Backup for all staff 	<ul style="list-style-type: none"> Proposal submission Subawards Post-award management Invoicing for sponsored awards Close out of awards Monthly Account Summaries Effort Reporting Backup for purchasing/travel reimbursements Backup DSA 	<ul style="list-style-type: none"> Chair's Assistant Purchasing Independent contractor and consultant agreements Employee / non-employee Reimbursement Travel Reimbursement Fedex Shipping Copier Code assignments CEE 200 Seminar series Department events IAB, AAB meetings Open House Faculty Recruitment Visits FSR/MSR requests Website updates 	<ul style="list-style-type: none"> Space Management Equipment Management Key Assignment Lab Safety (Wet labs) Lab Management (Wet labs) FSR request for repairs for Labs Purchasing via PO and using Pcard Fedex Shipping Employee/Non-employee reimbursements Backup for travel reimbursements Software purchases for class and faculty labs Support instructional lab courses Lecturer 	<ul style="list-style-type: none"> Space Management Equipment Management AMS equipment custodian Key Assignment Lab Safety (Dry Labs) Purchasing using Pcard Technical help for student groups Support instructional lab courses Lecturer
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