

UCRiverside & CHASS Resource List

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CHASS Dean's Administration

- **CHASS Dean's Administration:**
 - Stevan Helfand, CHASS Interim Dean, HMNSS 3413, Ext. 2-3572 steven.helfand@ucr.edu
 - Kiril Tomoff, Associate Dean of Arts & Humanities, Ext. 2-2763, kiril.tomoff@ucr.edu
 - Juliann Allison, Associate Dean of Social Sciences juliann@ucr.edu
 - Covadonga Lamar Prieto, Associate Dean of Academic Affairs, Ext. 2-1564
 - Cindy Williams, Assistant Dean & CFAO, Ext. 2-7974, cindy.williams@ucr.edu
 - Susan Brown, Academic Personnel Director, Ext. 2-3596, susan.brown@ucr.edu
 - Summer Espinoza, Executive Assistant to the CHASS Dean and Associate Deans, HMNSS 3413A, Ext. 2-3572 summer.espinoza@ucr.edu

CHASS Academic Personnel

- **CHASS - Academic Personnel:**
 - Susan Brown, Academic Personnel, Director, HMNSS 3415, Ext. 2-3596, susan.brown@ucr.edu
 - Provides leadership in all areas of academic personnel for the college and serves as a key advisor to the Dean and Associate Deans.
 - Brittani Collins, Academic Personnel, Assistant Director, HMNSS 3410, Ext. 2-5829, brittani.collins@ucr.edu
 - Works with: Humanities & Arts (Art, Comparative Literature & Languages, Creative Writing, Dance, English, Ethnic Studies, Hispanic Studies, History, History of Art, Music, Philosophy, Theatre-Film & Digital Productions), Palm Desert
 - Patti O'Leary, Academic Personnel, Assistant Director, HMNSS, Ext. 2-5828,
 - Works with: Social Sciences, Interdisciplinary Programs and Centers (Anthropology, Black Study, Economics, Gender & Sexuality Studies, Media & Cultural Studies, Political Science, Psychology, Study of Religion, Sociology, 'Society, Environment and Health Equity', Interdisciplinary Programs and Centers)
 - Briana Ellico, Sr. Academic Personnel Analyst, HMNSS 3412A, Ext. 2-0610, briana.ellico1@ucr.edu
 - Serves as academic compensation and leave coordinators for all departments.
 - Annette Brock, Sr. Academic Personnel Analyst, HMNSS 3407A, Ext- 2-7730, annette.brock@ucr.edu
 - Serves as the lead academic personnel analyst for all matters related to non-senate academic appointments.
 - Jen Smith, Academic Personnel Analyst, HMNSS 3408, Ext. 2-1843, jen.smith@ucr.edu
 - Works with: Art, Art History, Creative Writing, Music and Philosophy.
 - Paige Smith-Lujan, Academic Personnel Analyst, HMNSS 3408A, Ext. 2-1239, paige.smithlujan@ucr.edu
 - Works with: Hispanic Studies, English, Comparative Literature and Languages, and Palm Desert
 - Elizabeth Arce, Academic Personnel Analyst, HMNSS 3407, Ext. 2-7639, elizabeth.arce@ucr.edu
 - Works with: History, Dance, Theatre- Film & Digital Production and Ethnic Studies.
 - Cory Randle Academic Personnel Analyst, HMNSS 3412, Ext. 2-, cory.randle@ucr.edu
 - Works with: Anthropology, Black Study, Economics, Political Science, Sociology
 - Shannon Giles Academic Personnel Analyst, HMNSS 3408, Ext. 2-7111 shannon.giiles@ucr.edu
 - Works with: Gender & Sexuality Studies, Media & Cultural Studies, Psychology, Study of Religion, Society, Environment and Health Equity, Centers and Programs

CHASS Finance Team

- **CHASS – Budget & Finance:**
 - Cindy Williams, Chief Financial & Administrative Officer, HMNSS 3620, Ext. 2-7974, cindy.williams@ucr.edu
 - Serves as an advisor to the Dean and Associate Deans to provide guidance, modeling, and oversight of CHASS business plans from idea to implementation and is accountable for the oversight of operational and capital budgets. In tandem with senior leadership, is responsible for the development of strategic and financial

planning processes including forecasting and budgeting of complex financial models to support the mission of the college.

- Katrice Calloway, Budget & Operations Manager, HMNSS 3619, Ext. 2-7152, katrice.calloway@ucr.edu
 - Serves as a key advisor to Assistant Dean & CFAO to provide complex fiscal, budgetary, analytical, and other support to help inform decisions. Responsible for managing Dean's Unallocated resources including commitments & fund allocations. Serves as a primary resource for the College Financial Officers providing guidance and other support.
- Annie Hooper, Academic Resources Manager, HMNSS 3618, Ext. 2-6102, annie.hooper@ucr.edu
 - Provides complex fiscal, budgetary, analytical, and other support to the College, and is responsible for managing academic resources including temp teaching allocations, faculty initial complement funding, academic staffing, retention, merit & promotion funding.
- Lily Szeto, CHASS Impact23 Lead & Financial Analyst, HMNSS 3614, Ext. 2-2397, lily.szeto@ucr.edu
 - Serve as both the Subject Matter Expert (SME) and the primary point of contact and liaison between CHASS and Central Campus Offices during our transition to Impact23. Following stabilization of the new system, her responsibilities will expand to include a more substantial share of the senior level financial analysis and reporting within the Dean's Office Financial Team
- Vacant, Financial Supervisor, HMNSS 3614, Ext. 2-2397
 - Finance & Budget for: CHASS Dean's Office, CHASS Student Affairs- including CHASS College Advising, CHASS Majors Advising, and CHASS Facilities Management
- Dara Cerda, Budget & Operations Admin Assistant, HMNSS 3604, Ext. 2-4289, dara.cerda@ucr.edu
 - Admin for: CHASS Dean's office, CHASS Facilities MGMT, YOK Center and Bibliographic Studies
- Tami Richardson, Budget & Operations Admin Assistant, HMNSS 3604, Ext. 2-6355, tami.richardson@ucr.edu
 - Admin for: CHASS Dean's office, CHASS Student Affairs
- Tanya Wine, Divisional Financial & Administrative Officer, INTS 3111C Ext. 2 -3741, tanya.wine@ucr.edu
 - Provides financial leadership management to all the following departments: Ethnic Studies, Study of Religion, Gender & Sexuality Studies, Media & Cultural Studies, Dance, Music, Creative Writing, Theatre Film & Digital Production, English/Philosophy and History.
- Marcelina Ryneal, Divisional Financial & Administrative Officer, INTS 3111C Ext. 2 -5491, marcelina.ryneal@ucr.edu
 - Provides financial leadership management to all the following departments: *Economics/Political Science, Anthropology/Sociology, and SEHE.*

CHASS Contracts & Grants Unit

- **CHASS – Contracts & Grants**
 - Linda Phinguyen, Contract & Grant Unit Director HMNSS 1202B, Ext. 2-0117, lphinguyen@ucr.edu
 - Jennifer E Reising, Sr. Contract & Grant Analyst, HMNSS 1202A, jreising@ucr.edu
 - Patricia Ream, Contract & Grant Analyst 2, HMNSS 1202A, pream@ucr.edu
 - Josette Paschke, Contract & Grant Analyst 1, HMNSS 1202A, josettep@ucr.edu
 - **What we do:** The Contracts & Grants (C&G) Team supports faculty and graduate students across all CHASS departments, except for **Anthropology, Psychology, and Sociology**, which have designated Contracts & Grants Analysts assigned to support their faculty and staff.
 - The C&G team provides comprehensive support throughout the entire grant lifecycle, offering both pre-award and post-award services.
 - Pre-Award Services: The team partners with faculty during proposal development by assisting with budget preparation, interpreting sponsor guidelines, ensuring compliance with submission requirements (such as formatting, page limits, and required documents), and strengthening the overall competitiveness of proposals. They also prepare and route Kuali Proposal Development (KPD)

records for institutional review and approval and coordinate proposal submissions through sponsor systems such as Research.gov, Grants.gov, and private foundation portals.

- Post-Award Services: Following an award, the team provides ongoing support to faculty, department administrators, and staff on award management activities, including award setup, budget allocation, allowable costs, rebudgeting, no-cost extensions, and closeout. They also serve as a resource for interpreting sponsor terms and conditions and ensuring awards are managed in compliance with both University and sponsor policies. Their goal is to help faculty successfully manage sponsored projects while maintaining financial and regulatory compliance.

CHASS Development

- **CHASS Development:**
 - Eveleen Samayoa, Assistant Dean for Development, HMNSS 3409, 951-312-4694, eveleen.samayoa@ucr.edu
 - Katherine Vieser, Director of Development, 1420 Iowa Ave. Ste. 200, 951-522-9869, katherine.vieser@ucr.edu
 - Alicia Corral, Director of Development, 1420 Iowa Ave. Ste. 200, 951-532-8302, alicia.corral@ucr.edu

CHASS Facilities Management

- **CHASS Facilities Management:**
 - Vacant, CHASS Facilities Management Specialist, INTN M1006, Ext. 2-3869
 - Albert Fetter, Facilities Tech Manager, INTN M1006, Ext. 2-3869, albert.fetter@ucr.edu
 - Melissa Zendejas, Events Manager, INTN M1010, melissa.zendejas@ucr.edu
 - Taylor Fess, Events Specialist, INTN M1010, Ext 2-2731, tayler.fess@ucr.edu

CHASS Human Resources

- **CHASS Human Resources:**
 - Erika Leon, Human Resources Director, HMNSS 3616, Ext. 2-3276, erika.leon@ucr.edu
 - Employee/Labor Relations issues or concerns, Performance management concerns or questions, Disciplinary Action questions or issues, Re-organization questions or discussions, Escalated issues regarding Leave of absences or Medical Accommodations
 - Alisha French, Senior Human Resource Generalist, HMNSS 3615, Ext. 2-7864, alisha.french@ucr.edu
 - Employee/Labor Relations issues or concerns, Performance management concerns or questions, Disciplinary Action questions or issues, Re-organization questions or discussions, Payroll/UCPath, Leave of absences, Medical Accommodations
 - Loren Bacallo, Senior Human Resource Generalist, HMNSS 3613, Ext.22673, loren.bacallo@ucr.edu
 - Recruitment, Compensation and Benefits, Leave of Absence, Medical Accommodations, HR Compliance, Employee Relations Payroll/UC Path Issues, Training and Development
 - Kimberlie Hayden, HR Admin Officer II, HMNSS 3617, Ext. 2-5062 kimberlie.hayden@ucr.edu
 - Recruitment, Training and Development, HR Administration, Project Management, HR Compliance

CHASS Information Technology

- **Primary IT Support Channels**
 - **Onsite ITS Bear Help**, 3rd Floor, Humanities Office Building, Room 3611
 - Password resets and Multi-Factor Authentication (MFA/Duo) support
 - Software licensing, installations, and access (Email, Google Workspace, Adobe CC)
 - Network connectivity (UCR Secure Wi-Fi, VPN) and general access issues
 - Physical hardware failures, device setups, computer deployments, and adding department printers
 - OS upgrades/migrations (Windows 11) and localized system issues requiring in-person support

- **Support Contact Methods**
 - **Submit a Ticket:** Report an issue via the online [IT Support Portal](#) (automatically routes to assigned CHASS desktop support)
 - **Live Phone Support:** Call **951-827-4848** to speak with our central ITS technicians
 - **ITS Bear Help Agent (AI):** Access the 24/7 [Bear Help Agent](#) for instant troubleshooting and resource assistance
 - **Hardware Requests:** Request quotes and procurement for equipment such as new laptops, docking stations, and monitors
 - **Software Requests:** Request licensing and installation for tools like Adobe Creative Cloud, specialized research software etc.
 - **Communication Requests:** Add New Voice/Data Services, Request Changes to existing services (Add voicemail, Zoom Phones), Disconnect Voice and Data Services, Move existing Voice and Data Services.
- **Customer Success & Strategic Partnership**
 - Dedicated analysts advocate for CHASS departmental needs, offer strategic technical consultations, and align IT services with academic priorities.
 - **Rebeca Robles** (ITS Customer Success Analyst), rebecar@ucr.edu | Phone: (951) 827-3080
 - **Lily Barger** (Director of Campus Support Services), lily.barger@ucr.edu | Phone: (951) 827-0152 / (909) 708-9779
- **Escalation Process for Critical Incidents**
 - If a high-impact technical issue is unresolved through standard support pathways, follow this escalation sequence:
 - **First Escalation Point:** Francisco Martinez (BearHelp Supervisor) – Email: fmartin@ucr.edu
 - **Second Escalation Point:** Robert Burg (Assistant Director of Campus Support Services) – Email: robert.burg@ucr.edu | Phone: (951) 827-3864

CHASS Marketing & Communications

- **CHASS Marketing & Communications:**
 - Vacant Assistant Dean of Marketing & Communications
 - Provides CHASS department chairs with marketing support through web, print, email, video, photo and social media.
 - Julie Salgado, Director of CHASS Events, HMNSS 3606, Ext. 2-3594
 - Provides CHASS department chairs with marketing support through web, print, email, video, photo and social media.
 - Elliot De Luca, Multimedia Graphic Designer, HMNSS 3606, Ext. 2-4333, elliott.deluca@ucr.edu
 - Provides CHASS departments chairs with marketing support, analyzes, creates, and executes all facets of comprehensive marketing and awareness campaigns, making recommendations to best serve the organization's objectives and goals.
 - Melanie Ramiro, Publicity Manager, Ext. 2-3245, melanie.ramiro@ucr.edu
 - Serving as a Publicity Manager for all PAA departments.

CHASS Student Advising

- **CHASS Student Affairs:**
 - Covadonga Lamar Prieto, Associate Dean of Academic Affairs, Ext. 2-1564, covad@ucr.edu
 - Ryan Lipinski, Assistant Dean of Student Success, Ext. 2-4348, ryan.lipinski@ucr.edu
 - Gabrielle Brewer, Academic Advisor, HMNSS 3404, Ext. 2-1548, gabrielle.brewer@ucr.edu
 - Sarah Welch, Student Affairs Assistant, HMNSS 3400, Ext. 2-1546, sarah.welch@ucr.edu
 - Suzy A. Sharweed, Director CHASS Advising & Enrollment Management, suzy.sharweed@ucr.edu
 - Tiffany Cross: Academic Advisor Supervisor for Pre-Business, Undeclared, & Readmission Ext: 2-1550, tiffany.cross@ucr.edu

- Dennis David, Academic Advisor. Ext: 2-2829, dennis.david@ucr.edu; Pre-Business, Undeclared, & Readmission
- Josie Hernandez, Academic Advisor. Ext: 2-1272, josie.hernandez@ucr.edu; Pre-Business, Undeclared, & Readmission
- Carol May, Academic Advisor. Ext: 2-1551, carol.may@ucr.edu; Pre-Business, Undeclared, & Readmission
- Judith Lopez, Academic Advisor. Ext: 2-1547, judith.lopez@ucr.edu; Pre-Business, Undeclared, & Readmission
- Ashley Torres, Academic Advisor. Ext 2-2759, Email: Ashley.Torres1@ucr.edu; Pre-Business, Undeclared, & Readmission
- Sara Cuny, Academic Advisor, Peer Advising and Academic/ELWR Dismissal Students Ext: 2-7322, sara.cuny@ucr.edu
- Maura Tomaszewski: Academic Advisor Supervisor
 - Comparative Literature & Languages, English, Hispanic Studies, Philosophy & Psychology. Ext: 2-7328, maura.tomaszewski@ucr.edu
- Kirsten Edlefsen Alonso, Academic Advisor. Ext: 2-1457, kirsten.alonso@ucr.edu
 - Psychology
- Elaine Chacon, Academic Advisor. Ext: 2-3343, elainec@ucr.edu,
 - English
- Eva Larios, Academic Advisor. Ext: 2-2719, eva.larios@ucr.edu,
 - Psychology
- Roberto Montes, Academic Advisor. Ext: 2-4938, roberto.montes@ucr.edu
 - Psychology
- Gerardo Sanchez, Academic Advisor. Ext: 2-5208, gerardo.sanchez@ucr.edu
 - Comparative Literature/Languages, Hispanic Studies, & Philosophy
- Jamie Tristan, Academic Advisor. Ext: 2-5386, jamie.tristan@ucr.edu
 - Psychology
- Brenda D. Aragón: Academic Advisor Supervisor
 - Art, Anthropology and Sociology, History, History of Art, and Multidisciplinary Programs; Transfer Orientation Coordinator. Ext: 2-5052, brenda.aragon@ucr.edu
- Cassee Barba, Academic Advisor. Ext: 2-1802, cassee.barba@ucr.edu
 - Multidisciplinary Unit
- Tiffany Carter, Academic Advisor. Ext: 2-6478, tiffany.carter@ucr.edu
 - Anthropology & Sociology
- Holly Easley, Academic Advisor. Ext: 2-6385, holly.easley@ucr.edu
 - Multidisciplinary Unit
- Kimberly Etzweiler, Academic Advisor. Ext: 2-2175, kim.etzweiler@ucr.edu
 - Anthropology & Sociology
- Veronica Ibarra, Academic Advisor. Ext: 2-1432, veronica.ibarra@ucr.edu
 - History & History of Art
- Sumer Sharif, Academic Advisor. Ext: 2-6394, sumer.sharif@ucr.edu
 - Anthropology & Sociology
- Anthony Gonzalez: Academic Advisor Supervisor
 - Creative Writing, Dance, Music, Theatre, Film & Digital Production, Economics, & Political Science. Ext: 2-6053, anthony.gonzalez@ucr.edu
- Bryan Barker, Academic Advisor. Ext: 2-0603, Email: bryan.barker@ucr.edu
 - Political Science
- Jennifer Garrison, Academic Advisor. Ext: 2-4189, jennifer.paramo@ucr.edu
 - Creative Writing, Dance, Music, Theatre, Film and Digital Production
- Joseph Gonzales, Academic Advisor Ext. 2-3924, jgonz599@ucr.edu
 - Creative Writing, Dance, Music, Theatre, Film and Digital Production
- Maira Mercado, Academic Advisor. Ext: 2-0166, Email: maira.mercado@ucr.edu
 - Economics
- Angelica Montes, Academic Advisor. Ext: 2-2469, Email: angelica.montes@ucr.edu

- Economics
- Kristy Salazar Nugent, Academic Advisor. Ext: 2-5502, Email: kristy.salazar@ucr.edu
 - Political Science
- Donna Perez, Academic Advisor. Ext: 2-5312, Email: donna.perez@ucr.edu
 - Political Science
- Bradley Scalf, Academic Advisor. Ext: 2-7042, Email: bradley.scalf@ucr.edu
 - Economics
- Janice Henry, Enrollment Management Supervisor. Ext: 2-1436, Email: janice.henry@ucr.edu; Enrollment Management Support for Anthropology, Arts, Performing Arts, Black Study, Sociology.
- Agnes Lee, Administrative Assistant. Ext: 2-6343, Email: agnes.lee@ucr.edu
 - Enrollment Management Support for Economics, Political Science, and Multidisciplinary Unit
- Karla Gonzalez, Administrative Assistant. Ext: 2-1455, Email: karla.gonzalezurena@email.ucr.edu
 - Enrollment Management Support for English, Philosophy, Comparative Literature, and Foreign Languages, & Hispanic Studies
- Betty Chen, Administrative Assistant. Email: betty.chen@ucr.edu
 - Enrollment Management Support for HASS, History, Psychology, and Ethnic Studies, Social, Environment, & Health Equity (SEHE)

CHASS Travel Unit

- **CHASS - Travel Unit:**
 - Anna Medina, CHASS Travel Lead, HMNSS 3600, EXT. 2- 5394, anna.medina@ucr.edu
 - Provides customer service to college and oversight to travel coordinators.
 - Araceli Torres, CHASS Travel Coordinator, HMNSS 3601, EXT 2-5470, araceli.torres2@ucr.edu
 - Provides customer support and travel arrangements for CHASS.
 - Maribel Macrum, CHASS Travel Coordinator, HMNSS 3601, EXT 2-5470, maribel.macrum@ucr.edu
 - Provides customer support and travel arrangements for CHASS.

CHASS Academic Department Contacts

- **Anthropology**
 - Kimberly Linsley, Financial and Administrative Officer, Ext. 27107, kimberly.linsley@ucr.edu
 - Academic Personnel Policies & Recruitments, Administrative Operations, Budgets, Staff Management, Summer Sessions, Facilities, Space, Teaching Schedule, Graduate Funding, and Supervise Student Assistant.
 - Tiara Caldwell, Graduate Program Coordinator, Ext. 25145, tiara.caldwell@ucr.edu
 - Graduate Student Program/Info, Graduate Student Petitions, Graduate Recruitment and Funding, ASE Hiring, ASE Payroll Processing and Employee Funding Roster Review, Grade Change Forms, and Submission of DGIAs.
 - Becky Campbell, Financial Analyst, Ext. 25530, becky.campbell@ucr.edu
 - Financial Management of: Discretionary funds, Designated and Recruitment Funds, Ladder Faculty Recruitment funds, Faculty Office & Setup funds Financial Reports , Payroll Processing for Ladder Faculty, Visiting Assistant Professors & Unit 18 Lecturers, Monthly Ledger and Payroll Reconciliation, P-Card Purchases and Reconciliation, Training the Administrative Assistant, Reviewing and Approving Concur Transactions, and Employee Funding Roster Review.
 - Mary Rebudal, Contracts & Grants Analyst, Ext. 26441, mary.rebudal@ucr.edu
 - Proposal Submissions, Pre- and Post-Award Contracts and Grants Management, Subawards, Financial Reports, Summer Salaries, Payroll Certifications (effort reporting), GSR Payroll Processing, Monthly Ledger Reconciliation, and Employee Funding Roster Review.

Kiara Gaytan, Administrative Assistant, Ext. 26466

- Front Desk Supervision, Non-Travel Reimbursements, Honorariums, Purchase Orders/Requisitions and Supplier Setup, P-Card Purchases, Monitoring Aging Reports, Key Management, Work Orders/Web Recharges, Generate Ledgers Backups, Media Support, Copiers, Payroll Support, Equipment/Supplies Inventory, , Facilities and Space.

- **Art**

- John Medina, Financial and Administrative Officer, ARTS 234, Ext. 2-0858, john.p.medina@ucr.edu
 - Serve as Advisor the Department Chairs and Program Directors to provide guidance and oversight from idea to implementation. Accountable for the oversight of administrative operations, business, and departmental budgets, managing temporary academic teaching requests and allocations. Handles staffing recruitment, retention, issues or concerns, and performance management.
- Brenda Aragon, Academic Advisor, Ext. 2-5052, Brenda.aragon@ucr.edu
 - Advises for Art, Anthropology, Sociology, Black Studies, Media & Cultural Studies
- Anthony Gonzalez, Academic Advisor/Supervisor, SPR 4127, Ext. 2-6053, anthony.gonzalez@ucr.edu
 - Advising for Art, Art History, Music Dance, Theatre, Creative Writing, Economics, and Political Science
- Jason Gowans, Staff Research Associate, Ext. 2-3416 jason.gowans@ucr.edu
 - Photography and Video Area Supervisor
- Janice Henry, Administrative Assistant, Ext. 2-6343 janice.henry@ucr.edu
 - CHASS Enrollment Support
- Jose Ulloa Padilla, Financial Analyst, Ext. 2-4634, jose.ulloapadilla@ucr.edu
 - Create reports for FAOs and Chairs, maintain faculty statements, reconcile ledgers, and monitor department spending
- Mark Tankersley, Administrative Assistant, Ext. 2-4634 mark.tankersley@ucr.edu
 - Travel, Reimbursements, Purchase Orders, Ordering of Supplies
- Eugenia Barbuc, Staff Research Associate, Ext. 2-0721
 - Sculpture Lab, Painting and Drawing Studio Supervisor
- Monica Gonzalez, lab assistant monica.gonazlez@ucr.edu
 - Phyllis Gill gallery, MFA studios, lab support
- Iselda Salgado, Graduate Student Coordinator, Ext. 2-7878, Iselda.salgado@ucr.edu
 - Graduate Student Academic Affairs (recruitment/enrollment/advising)

- **Art History**

- John Medina, Financial and Administrative Officer, ARTS 234, Ext. 2-0858, john.p.medina@ucr.edu
 - Serve as Advisor the Department Chairs and Program Directors to provide guidance and oversight from idea to implementation. Accountable for the oversight of administrative operations, business, and departmental budgets, managing temporary academic teaching requests and allocations. Handles staffing recruitment, retention, issues or concerns, and performance management.
- Veronica Ibarra, Academic Advisor, Ext. 2-1432, veronica.ibarra@ucr.edu
 - Advises for Art History, History
- Anthony Gonzalez, Academic Advisor/Supervisor, SPR 4127, Ext. 2-6053, anthony.gonzalez@ucr.edu
 - Advising for Art, Art History, Music Dance, Theatre, Creative Writing, Economics, and Political Science
- Janice Henry, Administrative Assistant, Ext. 2-6343 janice.henry@ucr.edu
 - CHASS Enrollment Support
- Jose Ulloa Padilla, Financial Analyst, Ext. 2-0545, jose.ulloapadilla@ucr.edu
 - Create reports for FAOs and Chairs, maintain faculty statements, reconcile ledgers, and monitor department spending
- Mark Tankersley, Administrative Assistant, Ext. 2-4634 mark.tankersley@ucr.edu
 - Travel, Reimbursements, Purchase Orders, Ordering of Supplies

- Iselda Salgado, Graduate Student Coordinator, Ext. 2-7878, Iselda.salgado@ucr.edu
 - Graduate Student Academic Affairs (recruitment/enrollment/advising)
- Sonja Sekely-Rowland, Curator, Ext. 2-2697 sonja.sekely@ucr.edu
 - VRC Manager
- Diego R Irigoyen, Computer Resource Specialist, Ext. 2-4628, diego.irigoyen@ucr.edu
 - Technologist for VRC
- **Comparative Literature & Languages**
 - Brandy Quarles Clark, Financial & Administrative Officer, HMNSS 2406, Ext. 2-2427, brandyq@ucr.edu
 - Serve as Advisor the Department Chairs and Program Directors to provide guidance and oversight from idea to implementation. Department points of contact. Accountable for the oversight of administrative operations, business, and departmental budgets, departmental AP, managing temporary academic teaching requests and allocations. Handles staffing recruitment, retention, issues or concerns, and performance management.
 - Manuel Sotelo, Financial and Administrative Analyst, HMNSS 2406, EXT. 2-0187, manuel.sotelo@ucr.edu
 - Ledger Reconciliation, Budget Tracking, Payroll, Faculty Recruitment Job Posting, Work orders, Class Visitations and Trouble Tickets.
 - Isabelle Szeto Placement Coordinator, HMNSS 2405, EXT. 2-8306, iszet002@ucr.edu
 - Placement Coordination of Comp Lit Proctor Packets, HS Computer Placement Testing, Scheduling/enrollment/scoring, Placement Billing
 - Oralia Fernandez, Accounting Assistant/Event Manager, HMNSS 2401, oralia.fernandezr@ucr.edu
 - Reimbursements, Travel and non-travel, Purchasing, Front office Reception, Student Assistant Supervisor, Work orders/Trouble Tickets, Event Coordination and Management, Conference room and library booking.
 - Vacant, Placement Coordinator, HMNSS 2405,
 - Placement Coordination of Comp Lit Proctor Packets, HS Computer Placement Testing, Scheduling/enrollment/scoring, Placement Billing
 - Griselda Rodriguez, Graduate Student Coordinator, HMNSS 2417, Ext. 2-0178, griseldr@ucr.edu
 - All items involving Graduate Students, Scheduling/enrollment/advising, Teaching Assistant/Screeners/Readers/GSR Hiring, Scheduling/proctoring grad exams, Grad Student Assistance, Grad Student Event Coordination
 - Gerardo Sanchez, Academic Advisor, HMNSS 1604, Ext. 2-5208, gerardo.sanchez@ucr.edu
 - Advising for Spanish, Japanese, Chinese, French, German & Russian. Advising for Linguistics, Languages and Literature, Classical Studies, Comparative Literature and Comparative Ancient Civilization
- **Creative Writing**
 - Tanya Wine, Divisional Financial & Administrative Officer, INTN 3033 Ext. 2 -3741, tanya.wine@ucr.edu
 - Provides financial leadership management to all the following departments, centers and programs: Ethnic Studies, Study of Religion, Gender & Sexuality Studies, Media & Cultural Studies, Dance, Music, Creative Writing, Theatre Film & Digital Production, English/Philosophy, History, MFA Palm Desert, University Theater, Liberal Studies, Global Studies, Latin American Studies, Labor Studies, Young Oak Kim Center, Latino & Latin American Studies Center, Inland Empire Labor and Community Center, California Center for Native Nations
 - Vacant, Financial & Administrative Officer for the Performing Arts, Arts 121
 - Serve as Advisor the Department Chairs and Program Directors to provide guidance and oversight from idea to implementation. Accountable for the oversight of administrative operations, business, and departmental budgets, managing temporary academic teaching requests and allocations. Handles staffing recruitment, retention, issues or concerns, and performance management.
 - Melanie Ramiro, Publicity Manager, Ext. 2-3245, melanie.ramiro@ucr.edu
 - In charge of publicity for events/performances for all Creative Writing, Dance, Music, and Theatre, Film and Digital Production

- Margaret Montalvan, Financial Assistant, Ext.2-7609, margaret.montalvan@ucr.edu
 - Process all financial transactions such as travel, reimbursements, ordering supplies, etc. for Performing Arts, Creative Writing, Dance, Music and Theatre, Film and Digital Production, MFA Palm Desert, University Theater
- Heather Sheeler, Financial Assistant, Ext.2-0929, heather.scheeler@ucr.edu
 - Process all financial transactions such as travel, reimbursements, ordering supplies, etc. for Performing Arts, Creative Writing, Dance, Music and Theatre, Film and Digital Production, MFA Palm Desert, University Theater
- Yazmin Perez, Graduate Student Affairs Officer, Ext. 2-5568, Yazmin.Perez1@ucr.edu
 - Provides support to Creative Writing and TFDP (Creative Writing for the Performing Arts) and Music.
- Hannah Braund, Administrative Coordinator, Ext. 2-3944, hannah.braund@ucr.edu
 - Provides advising to graduate students for Graduate Programs in Dance and support for Academic Personnel Affairs for the unit.
- Toya Adams, Financial Analyst, Ext. 2-6375, toya.adams@ucr.edu
 - Oversee all financial functions/payroll/reporting for Performing Arts, Creative Writing, Dance, Music and Theatre, Film and Digital Production, MFA Palm Desert, and University Theatre
- Joseph Gonzales (A – L), Undergraduate Advisor, INTS 3129, Ext. 2-5487, jgonz599@ucr.edu
- Jennifer Garrison (M-Z), Undergraduate Advisor, INTS 3115, Ext. 2-0333
jennifer.garrison@ucr.edu
 - Provide advising services to all undergraduate students for 6 departments: Creative Writing, Dance, Music, Theatre Film and Digital Production, Art, and Art History
- Anthony Gonzalez, Academic Advisor/Supervisor, INTS 3111A, Ext. 2-6053, anthony.gonzales@ucr.edu
 - Advising for students in the Arts and Performing Arts and supervises the Academic Supervisors in the Departments of Economics, Political Science, Art, History of Art, Creative Writing, Dance, Music, Theatre, Film, And Digital Production.
- **Dance**
 - Tanya Wine, Divisional Financial & Administrative Officer, INTN 3033 Ext. 2 -3741, tanya.wine@ucr.edu
 - Provides financial leadership management to all the following departments, centers and programs: Ethnic Studies, Study of Religion, Gender & Sexuality Studies, Media & Cultural Studies, Dance, Music, Creative Writing, Theatre Film & Digital Production, English/Philosophy, History, MFA Palm Desert, University Theater, Liberal Studies, Global Studies, Latin American Studies, Labor Studies, Young Oak Kim Center, Latino & Latin American Studies Center, Inland Empire Labor and Community Center, California Center for Native Nations
 - Vacant, Financial & Administrative Officer for the Performing Arts, Arts 121
 - Serve as Advisor the Department Chairs and Program Directors to provide guidance and oversight from idea to implementation. Accountable for the oversight of administrative operations, business, and departmental budgets, managing temporary academic teaching requests and allocations. Handles staffing recruitment, retention, issues or concerns, and performance management.
 - Melanie Ramiro, Publicity Manager, Ext. 2-3245, melanie.ramiro@ucr.edu
 - In charge of publicity for events/performances for all Creative Writing, Dance, Music, and Theatre, Film and Digital Production
 - Margaret Montalvan, Financial Assistant, Ext.2-7609, margaret.montalvan@ucr.edu
 - Process all financial transactions such as travel, reimbursements, ordering supplies, etc. for Performing Arts, Creative Writing, Dance, Music and Theatre, Film and Digital Production, MFA Palm Desert, University Theater
 - Heather Sheeler, Financial Assistant, Ext.2-0929, heather.scheeler@ucr.edu
 - Process all financial transactions such as travel, reimbursements, ordering supplies, etc. for Performing Arts, Creative Writing, Dance, Music and Theatre, Film and Digital Production, MFA Palm Desert, University Theater
 - Toya Adams, Financial Analyst, Ext. 2-6375, toya.adams@ucr.edu
 - Oversee all financial functions/payroll/reporting for Performing Arts, Creative Writing, Dance, Music and Theatre, Film and Digital Production, MFA Palm Desert, and University Theatre

- Hannah Braund, Administrative Coordinator for Dance, Ext. 2-3944, hannah.braund@ucr.edu
 - Provides advising to graduate students for Graduate Programs in Dance and support for Academic Personnel Affairs for the unit.
- Pete Pace, Technical Director for Dance, Ext. 2-3944, petep@ucr.edu
 - Technical director for Dance productions.
- Courtney Brubaker Technical Director for Dance, Ext. 2-2391, cbrubake@ucr.edu
 - Event specialist for Dance
- Joseph Gonzales (A – L), Undergraduate Advisor, INTS 3129, Ext. 2-5487, jgonz599@ucr.edu
- Jennifer Garrison (M-Z), Undergraduate Advisor, INTS 3115, Ext. 2-0333
jennifer.garrison@ucr.edu
 - Provide advising services to all undergraduate students for 6 departments: Creative Writing, Dance, Music, Theatre Film and Digital Production, Art, and Art History
- Anthony Gonzalez, Academic Advisor/Supervisor, INTS 3111A, Ext. 2-6053, anthony.gonzales@ucr.edu
 - Advising for students in the Arts and Performing Arts and supervises the Academic Supervisors in the Departments of Economics, Political Science, Art, History of Art, Creative Writing, Dance, Music, Theatre, Film, And Digital Production.
- **Department for the Study of Religion**
 - Josie Ayala, Financial & Administrative Officer, INTN 4033C, Ext. 2-6031, josie.ayala@ucr.edu
 - Serve as advisor to the Department Chairs provide guidance and oversight from idea to implementation. Accountable for the oversight of administrative operations, business, and departmental budgets, managing temporary academic teaching requests and allocations. Handles staffing recruitment, retention, issues or concerns, and performance management. Responsible for the management of financial, personnel, teaching, and research support infrastructure operations for the department. Manages the day-to-day financial operations within the Department of Ethnic Studies and Study of Religion, including providing financial/budget analysis and fiscal management for both departments. Ensure that all financial, grant administration, and procurement processes and transactions adhere to policy. Collaborate closely with the Divisional FAO in all matters. Oversee all financial and administrative operations for the Department of Ethnic Studies and Study of Religion.
 - Kasondra Lopez, Financial Analyst II RLST & ETST, INTN 4033B, Ext. 2-1584, Kasondra.lopez@ucr.edu
 - Provides support in the areas of financial activity, contracts and grants, and other administrative matters. Serves as an advisor to the FAO regarding all funding sources and is responsible for monthly budget reconciliation. Makes recommendations and assists in facilitating strategic short- and long-range planning of financial resources. Prepares complex budget reports and analyses and takes a lead role in the year-end fiscal close process. Assists with the allocation and management of all financial commitments and ensure compliance with internal audit requirements and University policies for Ethnic Studies and Study of Religion.
 - Geneva Amador, Administrative & Event Assistant, INTN 4033, Ext. 2-6427, geneva.amador@ucr.edu
 - Event coordination and management, reimbursements, purchasing, office supply ordering, coordination of Independent Consultants/Contractors, service and printing requests, media support, preparation of general communication materials, copiers, key management, departmental conference room scheduling, and front office reception for Ethnic Studies and Study of Religion.
 - Brenda Aragón, Academic Advisor Supervisor, Ext. 2-5052, brenda.aragon@ucr.edu
 - Supervises Student Academic Advisors who provide professional level academic advice to students.
 - Cassee Barba, Professional Academic Advisor, INTS 3125, Ext. 2-1802, cassee.barba@ucr.edu
 - Academic advising and support services to the Multidisciplinary Undergraduate Student Affairs Center
 - Holly Easley, Professional Academic Advisor, INTS 3126, Ext. 2-6385, holly.easley@ucr.edu
 - Academic advising and support services to the Multidisciplinary Undergraduate Student Affairs Center

- Mariella Valdivia, Graduate Student & Program Affairs Officer, INTN 3033A, Ext. 2-1584,
 - Responsible for counseling and overseeing the graduate degree programs in close consultation with the Faculty Directors of Graduate Studies. She assists in the scheduling of graduate courses and is responsible for graduate student employment and the interpretation of graduate student policies and procedures. She is the primary interface for all matters related to graduate student affairs, including course registration, fellowship, and award disbursements. She prepares course proposals (new, changes, deletions), program changes, and catalog reviews. In addition, she provides administrative, financial, and instructional support to the Chair, FAO, and faculty.
- Agnes Lee, Enrollment & Scheduling Assistant, HMNSS 1209, Ext. 2-6343, agnes.lee@ucr.edu
 - Input of teaching schedule in Banner based on submission provided by Chair & FAO. Obtain classrooms for courses, considering student enrollment, requirements and restrictions of the Campus Scheduling Office, past enrollment trends, instructor preferences, and equipment. Prepares and submits undergraduate program changes and course approval forms to the Committee on Courses of the Academic Senate via the Course Request System (CRS).
- Dawn Viebach, Academic Personnel & Payroll Assistant, INTS 3121, Ext. 2-6436, dawn.viebach@ucr.edu
Academic personnel support & recruitment for both ladder and non-senate faculty, including Lecturers, Visiting Appointees, Associate-Ins, and Researchers. Coordinates Summer Session, faculty & staff payroll, and staff leaves via Harvest and UC Path. Prepares assessment files, instructional workload course equivalency requests, and assists in document preparation for excellence and merit/promotion reviews.
- **Economics**
 - Christina Gnuschke, Financial & Administrative Officer, Watkins 2122D, Ext. 2-1477, christina.gnuschke@ucr.edu
 - Serves as Advisor for the Department Chairs and Program Directors to provide guidance and oversight from idea to implementation. Accountable for the oversight of administrative operations, business, and departmental budgets, managing temporary academic teaching requests and allocations. Handles staffing recruitment, retention, issues or concerns, and performance management.
 - Anthony (Tony) Gonzalez, Academic Advisor Supervisor for Psychology, Economics, and Political Science, SPRL 4127, Ext. 2-6053, anthony.gonzalez@ucr.edu
 - Supervises Student Academic Advisors who provide professional level academic advice to students.
 - Gary Kuzas, Graduate Student Advisor, Sproul 4129 B, Ext. 2-1474, gary.kuzas@ucr.edu
 - TA/Reader/Al appt, employment eligibility, Grad Student Recruitment and Management
 - Agnes Lee, Enrollment & Scheduling Assistant, Ext. 2-6343, agnes.lee@ucr.edu
 - Enrollment Management Support for Economics & Political Science
 - Amy Yin, Financial Analyst, Sproul 4135, Ext. 2-3865,
 - Academic Appointment Advertising, Visiting Professors, Ledger Reconciliation, Faculty Monthly Reporting, Financial reporting and projecting, concur pre-approvals
 - Rebecca Wu, Financial Analyst, Sproul 4134, Ext 2-3308
 - Ledger Reconciliation, Contract and Grants, Financial reporting and projecting, Summer Salary requests, Student grant management, backup for payroll
 - Lety Vazquez-Angeleri, Administrative Assistant, Watkins 2122C, Ext. 2-4057
 - Payroll, UG and Grad Student awards, International scholar visits, Visa requests for new faculty, stipend requests, position fund changes, Academic Appointment Advertising, summer session, backup for p-card purchasing
 - Angelica Montes, Academic Advisor, SPRL 4124, Ext. 2-2469, angelica.montes@ucr.edu
 - Student Advising, Course Request and Maintenance System, Courses, Discussion Sections, Grade Changes
 - Bradley Scalf, Academic Advisor, Sproul 4122, Ext. 2-7042, bradley.scalf@ucr.edu
 - Student Advising, Course Request and Maintenance System, Courses, Discussion Sections, Grade Changes

- Maira Mercado, Academic Advisor, SPRL 4124, Ext. 2-0166, maira.mercado@ucr.edu
 - Student Advising, Course Request and Maintenance System, Courses, Discussion Sections, Grade Changes
- Vacant, Administrative Assistant, Sproul 4134, Ext. 2-XXXX,
 - Events and conferences, colloquia, expense reporting, purchasing, reimbursements, facilities, processing of all events and Visitor related travel.
- **English**
 - Monica Cardenas, Financial & Administrative Officer, HMNSS 1220 A, Ext. 2-1437, monica.cardenas@ucr.edu
 - Serve as Advisor the Department Chairs and Program Directors to provide guidance and oversight from idea to implementation. Accountable for the oversight of administrative operations, business, and departmental budgets, managing temporary academic teaching requests and allocations. Handles staffing recruitment, retention, issues or concerns, and performance management.
 - Ruben Fierro, Financial Analyst, HMNSS 1209, Ext. 2-6294, ruben.fierro@ucr.edu
 - Financial Analyst for English, History & Philosophy
 - Gene Gray, Graduate Student Services Advisor, HMNSS 1600, Ext. 2-0957, gene.gray@ucr.edu
 - Graduate Student Services Advisor, English & Philosophy
 - Leann Gilmer, Administrative Assistant, HMNSS 1601, Ext. 2-2349, leann.gilmer@ucr.edu
 - English and Philosophy Administrative Assistant, General Purchasing and Reimbursements, & Philosophy Administration
 - Christy Gray, Administrative Assistant, HMNSS 1220 B, Ext. 2-1456, christy.gray@ucr.edu
 - English and Philosophy Event Coordinator & English Administration
 - Elaine Chacon, Academic Advisor, HMNSS 1203, Ext. 2-1452, elaine.chacon@ucr.edu
 - Undergraduate Advisor, English
 - Karla Gonzalez, Enrollment Manager, HMNSS 1205, Ext. 2-1455, karla.gonzalezurena@ucr.edu
 - Enrollment Management Support for English
 - Janice M Henry, Enrollment Advisor/Supervisor, HMNSS 1207, Ext. 2-1436, janice.jones@ucr.edu
 - Advising for Linguistics, Languages and Literature, Classical Studies, Comparative Literature and Comparative Ancient Civilization
- **Ethnic Studies**
 - Josie Ayala, Financial & Administrative Officer, INTN 4033C, Ext. 2-6031, josie.ayala@ucr.edu
 - Serve as advisor to the Department Chairs provide guidance and oversight from idea to implementation. Accountable for the oversight of administrative operations, business, and departmental budgets, managing temporary academic teaching requests and allocations. Handles staffing recruitment, retention, issues or concerns, and performance management. Responsible for the management of financial, personnel, teaching, and research support infrastructure operations for the department. Manages the day-to-day financial operations within the Department of Ethnic Studies and Study of Religion, including providing financial/budget analysis and fiscal management for both departments. Ensure that all financial, grant administration, and procurement processes and transactions adhere to policy. Collaborate closely with the Divisional FAO in all matters. Oversee all financial and administrative operations for the Department of Ethnic Studies and Study of Religion.
 - Kasondra Lopez, Financial Analyst II RLST & ETST, INTN 4033B, Ext. 2-1584, Kasondra.lopez@ucr.edu
 - Provides support in the areas of financial activity, contracts and grants, and other administrative matters. Serves as an advisor to the FAO regarding all funding sources and is responsible for monthly budget reconciliation. Makes recommendations and assists in facilitating strategic short- and long-range planning of financial resources. Prepares complex budget reports and analyses and takes a lead role in the year-end fiscal close process. Assists with the allocation and management of all financial

commitments and ensure compliance with internal audit requirements and University policies for Ethnic Studies and Study of Religion.

- Geneva Amador, Administrative & Event Assistant, INTN 4033, Ext. 2-6427, geneva.amador@ucr.edu
 - Event coordination and management, reimbursements, purchasing, office supply ordering, coordination of Independent Consultants/Contractors, service and printing requests, media support, preparation of general communication materials, copiers, key management, departmental conference room scheduling, and front office reception for Ethnic Studies and Study of Religion.
- Brenda Aragón, Academic Advisor Supervisor, Ext. 2-5052, brenda.aragon@ucr.edu
 - Supervises Student Academic Advisors who provide professional level academic advice to students.
- Cassee Barba, Professional Academic Advisor, INTS 3125, Ext. 2-1802, cassee.barba@ucr.edu
 - Academic advising and support services to the Multidisciplinary Undergraduate Student Affairs Center
- Holly Easley, Professional Academic Advisor, Ext. 2-6385, holly.easley@ucr.edu
 - Academic advising and support services to the Multidisciplinary Undergraduate Student Affairs Center
- Mariella Valdivia, Graduate, Student & Program Affairs Officer, INTS 3129, Ext. 2-1584,
 - Responsible for counseling and overseeing the graduate degree programs in close consultation with the Faculty Directors of Graduate Studies. She assists in the scheduling of graduate courses and is responsible for graduate student employment and the interpretation of graduate student policies and procedures. She is the primary interface for all matters related to graduate student affairs, including course registration, fellowship, and award disbursements. She prepares course proposals (new, changes, deletions), program changes, and catalog reviews. In addition, she provides administrative, financial, and instructional support to the Chair, FAO, and faculty.
- Betty Chen, Enrollment Management Support, HMNSS 1209, Ext. 2-7011, betty.chen@ucr.edu
 - Input of teaching schedule in Banner based on submission provided by Chair & FAO. Obtain classrooms for courses, considering student enrollment, requirements and restrictions of the Campus Scheduling Office, past enrollment trends, instructor preferences, and equipment. Prepares and submits undergraduate program changes and course approval forms to the Committee on Courses of the Academic Senate via the Course Request System (CRS).
- Dawn Viebach, Academic Personnel & Payroll Assistant, INTN 3033B, Ext. 2-6436, dawn.viebach@ucr.edu
 - Academic personnel support & recruitment for both ladder and non-senate faculty, including Lecturers, Visiting Appointees, Associate-Ins, and Researchers. Coordinates Summer Session, faculty & staff payroll, and staff leaves via Harvest and UC Path. Prepares assessment files, instructional workload course equivalency requests, and assists in document preparation for excellence and merit/promotion reviews.
- **Gender & Sexuality Studies**
 - Vacant, Financial & Administrative Officer, INTS 3111C, Ext. 2-6361
 - Serve as Advisor the Department Chairs and Program Directors to provide guidance and oversight from idea to implementation. Accountable for the oversight of administrative operations, business, and departmental budgets, managing temporary academic teaching requests and allocations. Handles staffing recruitment, retention, issues or concerns, and performance management.
 - Irene Dotson, Financial Analyst, INTS 3111B, Ext. 2-6427, irene.dotson@ucr.edu
 - Financial activity, monthly reconciliation and budget reports, post-award contract and grant management, space, year-end fiscal close, and other administrative matters for Ethnic Studies and Gender & Sexuality Studies.
 - Angela Cherry, Administrative & Event Assistant, INTS 3111, Ext. 2-6427,
 - Event coordination and management, reimbursements (including travel and entertainment), purchasing, office supply ordering, coordination of Independent Consultants/Contractors, service and printing requests, media support, preparation of general communication materials, copiers, key management, departmental

conference room scheduling, and front office reception for Ethnic Studies, Gender & Sexuality Studies, Latin American Studies, Queer Studies, Liberal Studies, and Southeast Asian Studies.

- Brenda Aragón, Academic Advisor Supervisor, Ext. 2-5052, brenda.aragon@ucr.edu
 - Supervises Student Academic Advisors who provide professional level academic advice to students.
- Cassee Barba, Professional Academic Advisor, INTS 3125, Ext. 2-1802, cassee.barba@ucr.edu
 - Academic advising and support services to the Multidisciplinary Undergraduate Student Affairs Center
- Holly Easley, Professional Academic Advisor, Ext. 2-6385, holly.easley@ucr.edu
 - Academic advising and support services to the Multidisciplinary Undergraduate Student Affairs Center
- Mariella Valdivia, Graduate Student & Program Affairs Officer, INTN 3033A, Ext. 2-1584,
 - All items involving Graduate Students; advising, scheduling, and enrollment. Coordinates hiring of Teaching Assistants, Readers, and GSRs. Handles award payments and event coordination such as graduate orientations. Prepares and submits graduate program changes and course approval forms to the Committee on Courses of the Academic Senate via the Course Request System (CRS).
- Agnes Lee, Enrollment & Scheduling Assistant, HMNSS 1209, Ext. 2-6343, agnes.lee@ucr.edu
 - Input of teaching schedule in Banner based on submission provided by Chair & FAO. Obtain classrooms for courses, considering student enrollment, requirements and restrictions of the Campus Scheduling Office, past enrollment trends, instructor preferences, and equipment. Prepares and submits undergraduate program changes and course approval forms to the Committee on Courses of the
- Dawn Viebach, Academic Personnel & Payroll Assistant, INTN 3033B, Ext. 2-6436, dawn.viebach@ucr.edu
 - Academic personnel support & recruitment for both ladder and non-senate faculty, including Lecturers, Visiting Appointees, Associate-Ins, and Researchers. Coordinates Summer Session, faculty & staff payroll, and staff leaves via Harvest and UC Path. Prepares assessment files, instructional workload course equivalency requests, and assists in document preparation for excellence and merit/promotion reviews.
- **Hispanic Studies**
 - Brandy Quarles Clark, Financial & Administrative Officer, HMNSS 2416, Ext. 2-2427, brandyq@ucr.edu
 - Serve as Advisor the Department Chairs and Program Directors to provide guidance and oversight from idea to implementation. Department point of contact. Accountable for the oversight of administrative operations, business, and departmental budgets, departmental AP, managing temporary academic teaching requests and allocations. Handles staffing recruitment, retention, issues or concerns, and performance management.
 - Manuel Sotelo, Financial and Administrative Analyst, HMNSS 2406, EXT. 2-0187, manuel.sotelo@ucr.edu
 - Ledger Reconciliation, Budget Tracking, Payroll, Faculty Recruitment Job Posting, Work orders, Class Visitations and Trouble Tickets.
 - Oralia Fernandez, Accounting Assistant/Event Manager, HMNSS 2401, oralia.fernandezr@ucr.edu
 - Reimbursements, Travel and non-travel, Purchasing, Front office Reception, Student Assistant Supervisor, Work orders/Trouble Tickets, Event Coordination and Management, Conference room and library booking.
 - Isabelle Szeto Placement Coordinator, HMNSS 2405, EXT. 2-8306, iszet002@ucr.edu
 - Placement Coordination of Comp Lit Proctor Packets, HS Computer Placement Testing, Scheduling/enrollment/scoring, Placement Billing.
 - Griselda Rodriguez, Graduate Student Coordinator, HMNSS 2417, Ext. 2-0178, griseldr@ucr.edu
 - All items involving Graduate Students, Scheduling/enrollment/advising, Teaching Assistant/Screeners/Readers/GSR Hiring, Scheduling/proctoring grad exams, Grad Student Assistance, Grad Student Event Coordination
 - Gerardo Sanchez, Academic Advisor, HMNSS 1604, Ext. 2-5208, gerardo.sanchez@ucr.edu
 - Advising for Spanish, Japanese, Chinese, French, German & Russian. Advising for Linguistics, Languages and Literature, Classical Studies, Comparative Literature and Comparative Ancient Civilization

- **History**

- Amy Gu, Financial Administrative Officer, HMNSS 1214, Ext. 2-7908 amy.gu@ucr.edu
 - Serve as a key advisor to the Department Chair and Program Directors, providing strategic guidance and operational oversight from concept through implementation. Act as the primary departmental point of contact, responsible for managing administrative functions, business operations, and departmental budgets. Oversee academic personnel processes, including temporary teaching allocations and funding requests. Lead efforts in staff recruitment, retention, performance management, and resolution of personnel issues or concerns.
- Veronica Ibarra, Undergraduate Advisor, Ext. 2-1432, veronica.ibarra@ucr.edu
 - Undergraduate Student Affairs (enrollment/recruitment/advising) for History.
- Allison Palmer, Administrative Assistant, Ext. 2-1439, allison.rogers@ucr.edu
 - Front office, purchasing, reimbursements, work orders for History
- Alesha Carlisle, Graduate Student Advisor 3, HMNSS 1215, Ext. 2-1435, alesha.jaennete@ucr.edu
 - Graduate Student Affairs (enrollment/recruitment/advising) for History
- Ruben Fierro, Financial Analyst 3, HMNSS 1209, Ext. 2-6294, ruben.fierro@ucr.edu
 - All financial matters including C&G for English, History, & Philosophy
- Suzy Sharweed, Academic Advisor/Director, HMNSS 2417, Ext. 2-1421, suzy.sharweed@ucr.edu
 - Advising for Linguistics, Languages and Literature, Classical Studies, Comparative Literature and Comparative Ancient Civilization
- **Interdisciplinary Programs & Centers**
 - Kathy Hitchens, Financial & Administrative Officer, CBN 203B, Ext. 2-0455, kathy.hitchens@ucr.edu
 - Financial activity, monthly reconciliation and budget reports, post-award contract and grant management, year-end fiscal close, and other administrative matters for Interdisciplinary Programs: Asian Studies, Global Studies, Labor Studies, Latin American Studies, Liberal Studies, Middle East & Islamic Studies, Centers: California Center for Native Nations (CCNN), Center for Latino and Latin American Research, and The Young Oak Kim Center for Korean American Studies (YOK).
 - Jennifer Hamilton, Event/Admin Assistant, CBN 203, Ext. 2-2570, jennifer.hamilton@ucr.edu
 - Event coordination and management, reimbursements (including travel and entertainment), purchasing, office supply ordering, coordination of Independent Consultants/Contractors, service and printing requests, media support, preparation of general communication materials, copiers, key management, departmental conference room scheduling, and front office reception for Interdisciplinary Admin Unit.
 - Dawn Viebach, Academic Personnel & Payroll Assistant, INTS 3121, Ext. 2-6436, dawn.viebach@ucr.edu
 - Academic personnel support & recruitment for both ladder and non-senate faculty, including Lecturers, Visiting Appointees, Associate-Ins, and Researchers. Coordinates Summer Session, faculty & staff payroll, and staff leaves via Harvest and UC Path. Prepares assessment files, instructional workload course equivalency requests, and assists in document preparation for excellence and merit/promotion reviews.
 - Supports the Center for California Center for the Native Nations.
 - David E. Arriaza, Admin Officer III, CBN 206, Ext. 2-1835
 - Supports The Latino and Latin American Studies Research Center and Latin American Studies.
 - Zoe Caras, Admin Officer II, Olmsted 2322, Ext. 2-2930
 - Supports Labor Studies and Inland Empire Labor Community Center (IELCC).
- **Media & Cultural Studies**
 - Vacant, Financial & Administrative Officer, INTS 3111C, Ext. 2-6361
 - Serve as Advisor the Department Chairs and Program Directors to provide guidance and oversight from idea to implementation. Accountable for the oversight of administrative operations, business, and departmental budgets, managing temporary academic teaching requests and allocations. Handles staffing recruitment, retention, issues or concerns, and performance management.

- Irene Dotson, Financial Analyst, INTS 3111B, Ext. 2-6427, irene.dotson@ucr.edu
 - Financial activity, monthly reconciliation and budget reports, post-award contract and grant management, space, year-end fiscal close, and other administrative matters for Ethnic Studies and Gender & Sexuality Studies.
- Angela Cherry, Administrative & Event Assistant, INTS 3111, Ext. 2-6427,
 - Event coordination and management, reimbursements (including travel and entertainment), purchasing, office supply ordering, coordination of Independent Consultants/Contractors, service and printing requests, media support, preparation of general communication materials, copiers, key management, departmental conference room scheduling, and front office reception for Ethnic Studies, Gender & Sexuality Studies, Latin American Studies, Queer Studies, Liberal Studies, and Southeast Asian Studies.
- Brenda Aragón, Academic Advisor Supervisor, Ext. 2-5052, brenda.aragon@ucr.edu
 - Supervises Student Academic Advisors who provide professional level academic advice to students.
- Cassee Barba, Professional Academic Advisor, INTS 3125, Ext. 2-1802, cassee.barba@ucr.edu
 - Academic advising and support services to the Multidisciplinary Undergraduate Student Affairs Center
- Holly Easley, Professional Academic Advisor, Ext. 2-6385, holly.easley@ucr.edu
 - Academic advising and support services to the Multidisciplinary Undergraduate Student Affairs Center
- Mariella Valdivia, Graduate Student & Program Affairs Officer, INTN 3033A, Ext. 2-1584,
 - All items involving Graduate Students; advising, scheduling, and enrollment. Coordinates hiring of Teaching Assistants, Readers, and GSRs. Handles award payments and event coordination such as graduate orientations. Prepares and submits graduate program changes and course approval forms to the Committee on Courses of the Academic Senate via the Course Request System (CRS).
- Agnes Lee, Enrollment & Scheduling Assistant, HMNSS 1209, Ext. 2-6343, agnes.lee@ucr.edu
 - Input of teaching schedule in Banner based on submission provided by Chair & FAO. Obtain classrooms for courses, considering student enrollment, requirements and restrictions of the Campus Scheduling Office, past enrollment trends, instructor preferences, and equipment. Prepares and submits undergraduate program changes and course approval forms to the Committee on Courses of the
- Dawn Viebach, Academic Personnel & Payroll Assistant, INTN 3033B, Ext. 2-6436, dawn.viebach@ucr.edu
 - Academic personnel support & recruitment for both ladder and non-senate faculty, including Lecturers, Visiting Appointees, Associate-Ins, and Researchers. Coordinates Summer Session, faculty & staff payroll, and staff leaves via Harvest and UC Path. Prepares assessment files, instructional workload course equivalency requests, and assists in document preparation for excellence and merit/promotion.
- **Music**
 - Tanya Wine, Divisional Financial & Administrative Officer, INTN 3033 Ext. 2 -3741, tanya.wine@ucr.edu
 - Provides financial leadership management to all the following departments, centers and programs: Ethnic Studies, Study of Religion, Gender & Sexuality Studies, Media & Cultural Studies, Dance, Music, Creative Writing, Theatre Film & Digital Production, English/Philosophy, History, MFA Palm Desert, University Theater, Liberal Studies, Global Studies, Latin American Studies, Labor Studies, Young Oak Kim Center, Latino & Latin American Studies Center, Inland Empire Labor and Community Center, California Center for Native Nations
 - Vacant, Financial & Administrative Officer for the Performing Arts, Arts 121
 - Serve as Advisor the Department Chairs and Program Directors to provide guidance and oversight from idea to implementation. Accountable for the oversight of administrative operations, business, and departmental budgets, managing temporary academic teaching requests and allocations. Handles staffing recruitment, retention, issues or concerns, and performance management.
 - Melanie Ramiro, Publicity Manager, Ext. 2-3245, melanie.ramiro@ucr.edu
 - In charge of publicity for events/performances for all Creative Writing, Dance, Music, and Theatre, Film and Digital Production
 - Margaret Montalvan, Financial Assistant, Ext.2-7609, margaret.montalvan@ucr.edu

- Process all financial transactions such as travel, reimbursements, ordering supplies, etc. for Performing Arts, Creative Writing, Dance, Music and Theatre, Film and Digital Production, MFA Palm Desert, University Theater
- Heather Sheeler, Financial Assistant, Ext.2-0929, heather.scheeler@ucr.edu
 - Process all financial transactions such as travel, reimbursements, ordering supplies, etc. for Performing Arts, Creative Writing, Dance, Music and Theatre, Film and Digital Production, MFA Palm Desert, University Theater
- Toya Adams, Financial Analyst, Ext. 2-6375, toya.adams@ucr.edu
 - Oversee all financial functions/payroll/reporting for Performing Arts, Creative Writing, Dance, Music and Theatre, Film and Digital Production, MFA Palm Desert, and University Theatre
- Hannah Braund, Administrative Assistant, Ext. 2-3944, hannah.braund@ucr.edu
 - Provides advising to graduate students for Graduate Programs in Dance and support for Academic Personnel Affairs for the unit.
- Yazmin Perez, Graduate Student Affairs Officer, Ext. 2-5568, Yazmin.Perez1@ucr.edu
 - Provides support to Creative Writing and TFDP (Creative Writing for the Performing Arts) and Music
- Greg Renne, Production Manager for Music, Ext. 2-7087, greg.renne@ucr.edu
 - In charge of all events/performances for the Music Department
- Joseph Gonzales (A – L), Undergraduate Advisor, INTS 3129, Ext. 2-5487, jgonz599@ucr.edu
- Jennifer Garrison (M-Z), Undergraduate Advisor, INTS 3115, Ext. 2-0333 jennifer.garrison@ucr.edu
 - Provide advising services to all undergraduate students for 6 departments: Creative Writing, Dance, Music, Theatre Film and Digital Production, Art, and Art History
- Anthony Gonzalez, Academic Advisor/Supervisor, INTS 3111A, Ext. 2-6053, anthony.gonzales@ucr.edu
 - Advising for students in the Arts and Performing Arts and supervises the Academic Supervisors in the Departments of Economics, Political Science, Art, History of Art, Creative Writing, Dance, Music, Theatre, Film, And Digital Production.
- **Philosophy**
 - Monica Cardenas, Financial & Administrative Officer, HMNSS 1220 A, Ext. 2-1437, monica.cardenas@ucr.edu
 - Serve as Advisor the Department Chairs and Program Directors to provide guidance and oversight from idea to implementation. Accountable for the oversight of administrative operations, business, and departmental budgets, managing temporary academic teaching requests and allocations. Handles staffing recruitment, retention, issues or concerns, and performance management.
 - Ruben Fierro, Financial Analyst, HMNSS 1209, Ext. 2-6294, ruben.fierro@ucr.edu
 - Financial Analyst, English, History & Philosophy
 - Gene Gray, Graduate Student Services Advisor, HMNSS 1600, Ext. 2-0957, gene.gray@ucr.edu
 - Graduate Student Services Advisor, English & Philosophy
 - Leann Gilmer, Administrative Assistant, HMNSS 1601, Ext. 2-2349, leann.gilmer@ucr.edu
 - English and Philosophy Administrative Assistant, General Purchasing and Reimbursements, & Philosophy Administration
 - Christy Gray, Administrative Assistant, HMNSS 1220 B, Ext. 2-1456, christy.gray@ucr.edu
 - English and Philosophy Event Coordinator & English Administration
 - Gerardo Sanchez, Academic Advisor, HMNSS 1604 A, Ext. 2-5208, gerardo.sanchez@ucr.edu
 - Undergraduate Advisor, Philosophy
 - Karla Gonzalez, Enrollment Manager, HMNSS 1205, Ext. 2-1455, karla.gonzalezurena@ucr.edu
 - Enrollment Management Support for English
 - Janice M Henry, Enrollment Advisor/Supervisor, HMNSS 1207, Ext. 2-1436, janice.jones@ucr.edu
 - Advising for Linguistics, Languages and Literature, Classical Studies, Comparative Literature and Comparative Ancient Civilization

- **Political Science**

- Christina Gnuschke, Financial & Administrative Officer, Watkins 2122D, Ext. 2-1477, christina.gnuschke@ucr.edu
 - Serve as Advisor for the Department Chairs and Program Directors to provide guidance and oversight from idea to implementation. Accountable for the oversight of administrative operations, business, and departmental budgets, managing temporary academic teaching requests and allocations. Handles staffing recruitment, retention, issues or concerns, and performance management.
- Anthony Gonzalez, Academic Advisor Supervisor, SPRL 4127, Ext. 2-6053, anthony.gonzalez@ucr.edu
 - Supervises Student Academic Advisors who provide professional level academic advice to students.
- Agnes Lee, Enrollment & Scheduling Assistant, Ext. 2-6343, agnes.lee@ucr.edu
 - Enrollment Management Support for Economic & Political Science
- Lorena Jaramillo, Graduate Student Assistant, Watkins 2128, Ext. 2-5597, Lorena.jaramillo@ucr.edu
 - TA/Reader/Al appt, employment eligibility, Grad Student Recruitment and Management
- Amy Yin, Financial Analyst, Sproul 4135, Ext. 2-3865,
 - Academic Appointment Advertising, Visiting Professors, Ledger Reconciliation, Faculty Monthly Reporting, Financial reporting and projecting, concur pre-approvals
- Rebecca Wu, Financial Analyst, Sproul 4135, Ext. 2-3308,
 - Ledger Reconciliation, Contract and Grants, Financial reporting and projecting, Summer Salary requests, Student grant management, backup for payroll
 - Donna Perez, Academic Advisor, Watkins 2203, Ext. 2-5312, donna.perez@ucr.edu
- **Psychology**
 - Jay Melashenko, Financial & Administrative Officer, PSYCH 1111E, Ext. 2-3897, jay.melashenko@ucr.edu
 - Serve as advisor to the Department Chair. To provide guidance and oversight from idea to implementation. Accountable for the oversight of administrative operations, business, and departmental budgets, managing temporary academic teaching requests and allocations. Handles staffing recruitment, retention, issues or concerns, and performance management.
 - Maura Tomaszewski, Academic Advisor Supervisor, PSYCH 1111J, Ext. 2-7328, maura.tomaszewski@ucr.edu
 - Supervises Student Academic Advisors who provide professional level academic advice to students.
 - Kirsten Alonso, Academic Advisor, PSYCH 1111H, Ext. 2-6306, kalonso@ucr.edu
 - Undergraduate academic advising
 - Dennis David, Academic Advisor, PSYCH 1111G, Ext. 2-2829, dennis.david@ucr.edu
 - Undergraduate academic advising
 - Roberto Montes, CHASS Peer Advising Lead, PSYCH 1111P, Ext. 2-1457, robertom@ucr.edu
 - Undergraduate academic advising
 - Jamie Tristan, Academic Advisor, PSYCH 1111J, Ext. 2-5386, jmassaro@ucr.edu
 - Undergraduate academic advising and support services.
 - Sarah Turnbull, Graduate Advisor, PSYCH 1111F, Ext. 2-7792, psychgradadvising@ucr.edu
 - Graduate Student Affairs (enrollment/recruitment/advising)
 - Ivan Kong, Contracts & Grants Analyst, PSYCH 1111A, Ext. 2-2213, ivan.kong@ucr.edu
 - Contract & Grants Financials, Post Award, Department Financial Support
 - Andrew Alonso, Financial Analyst, PSYCH 1111A, Ext. 2-2177, andrew.alonso@ucr.edu
 - Department Financial Support, Faculty Reports, Appointment Support
 - Tiffany Mullenix, Financial Analyst, PSYCH 1111A, tiffany.mullenix@ucr.edu
 - Department Financial Support, Correcting Transactions, Faculty Reports, Department Reporting
 - Carla Bernasconi, Administrative Assistant, PSYCH 1111, Ext. 2-2040, carla.bernasconi@ucr.edu
 - All Department Purchasing
 - Erica Costantino, Administrative Assistant, PSYC 1111, Ext. 2-7792, erica.costantino@ucr.edu

- Reimbursements, Purchasing backup, Copiers, Media Support, Facilities Support, Textbook Management, Office Supplies, Print Orders, Service Requests, Event & Colloquium Support, Faculty, Recruitment Coordination. Assisted by undergraduate student, Mya Wilson, and Ella Parsons, at psychology@ucr.edu
- **Sociology**
 - Kimberly Linsley, Financial and Administrative Officer, Ext. 27107, kimberly.linsley@ucr.edu
 - Academic Personnel Policies & Recruitments, Administrative Operations, Budgets, Staff Management, Summer Sessions, Facilities, Space, Teaching Schedule, Graduate Funding, and Supervise Student Assistant.
 - Tiara Caldwell, Graduate Program Coordinator, Ext. 25145, tiara.caldwell@ucr.edu
 - Graduate Student Program/Info, Graduate Student Petitions, Graduate Recruitment and Funding, ASE Hiring, ASE Payroll Processing and Employee Funding Roster Review, Grade Change Forms, and Submission of DGIA's.
 - Becky Campbell, Financial Analyst, Ext. 25530, becky.campbell@ucr.edu
 - Financial Management of: Discretionary funds, Designated and Recruitment Funds, Ladder Faculty Recruitment funds, Faculty Office & Setup funds Financial Reports, Payroll Processing for Ladder Faculty, Visiting Assistant Professors & Unit 18 Lecturers, Monthly Ledger and Payroll Reconciliation, P-Card Purchases and Reconciliation, Training the Administrative Assistant, Reviewing and Approving Concur Transactions, and Employee Funding Roster Review.
 - Mary Rebudal, Contracts & Grants Analyst, Ext. 26441, mary.rebudal@ucr.edu
 - Proposal Submissions, Pre- and Post-Award Contracts and Grants Management, Subawards, Financial Reports, Summer Salaries, Payroll Certifications (effort reporting), GSR Payroll Processing, Monthly Ledger Reconciliation, and Employee Funding Roster Review.
 - Kiara Gaytan, Administrative Assistant, Ext. 26466
 - Front Desk Supervision, Non-Travel Reimbursements, Honorariums, Purchase Orders/Requisitions and Supplier Setup, P-Card Purchases, Monitoring Aging Reports, Key Management, Work Orders/Web Recharges, Generate Ledgers Backups, Media Support, Copiers, Payroll Support, Equipment/Supplies Inventory, Facilities and Space.
- **Theatre**
 - Tanya Wine, Divisional Financial & Administrative Officer, INTN 3033 Ext. 2 -3741, tanya.wine@ucr.edu
 - Provides financial leadership management to all the following departments, centers and programs: Ethnic Studies, Study of Religion, Gender & Sexuality Studies, Media & Cultural Studies, Dance, Music, Creative Writing, Theatre Film & Digital Production, English/Philosophy, History, MFA Palm Desert, University Theater, Liberal Studies, Global Studies, Latin American Studies, Labor Studies, Young Oak Kim Center, Latino & Latin American Studies Center, Inland Empire Labor and Community Center, California Center for Native Nations
 - Vacant, Financial & Administrative Officer for the Performing Arts, Arts 121
 - Serve as Advisor the Department Chairs and Program Directors to provide guidance and oversight from idea to implementation. Accountable for the oversight of administrative operations, business, and departmental budgets, managing temporary academic teaching requests and allocations. Handles staffing recruitment, retention, issues or concerns, and performance management.
 - Melanie Ramiro, Publicity Manager, Ext. 2-3245, melanie.ramiro@ucr.edu
 - In charge of publicity for events/performances for all Creative Writing, Dance, Music, and Theatre, Film and Digital Production.
 - Margaret Montalvan, Financial Assistant, Ext.2-7609, margaret.montalvan@ucr.edu
 - Process all financial transactions such as travel, reimbursements, ordering supplies, etc. for Performing Arts, Creative Writing, Dance, Music and Theatre, Film and Digital Production, MFA Palm Desert, University Theater
 - Heather Sheeler, Financial Assistant, Ext.2-0929, heather.scheeler@ucr.edu
 - Process all financial transactions such as travel, reimbursements, ordering supplies, etc. for Performing Arts, Creative Writing, Dance, Music and Theatre, Film and Digital Production, MFA Palm Desert, University Theater

- Yazmin Perez, Graduate Student Affairs Officer, Ext. 2-5568, Yazmin.Perez1@ucr.edu
 - Provides support to Creative Writing and TFDP (Creative Writing for the Performing Arts) and Music.
- Toya Adams, Financial Analyst, Ext. 2-6375, toya.adams@ucr.edu
 - Oversee all financial functions/payroll/reporting for Performing Arts, Creative Writing, Dance, Music and Theatre, Film and Digital Production, MFA Palm Desert, and University Theatre
- Ben Tusher, Production Director for the Performing Arts, Ext. 2-6486, ben.tusher@ucr.edu
 - In charge of all events/performances for the Performing Arts Departments
- Johnny Macias, Assistant Production Manager, Ext. 2-4723, johnny.macias@ucr.edu
- Sara Schatmeier, Technical Director, Ext. 2-2476, sara.schatmeier@ucr.edu
- Steven Leffue, Director of the University Theater, steven.leffue@ucr.edu
- Griffin Deniger, Theatre Production Specialist III, Ext. 2-3366, griffin.deniger@ucr.edu
- Joseph Gonzales (A – L), Undergraduate Advisor, INTS 3129, Ext. 2-5487, jgonz599@ucr.edu
- Jennifer Garrison (M-Z), Undergraduate Advisor, INTS 3115, Ext. 2-0333
jennifer.garrison@ucr.edu
 - Provide advising services to all undergraduate students for 6 departments: Creative Writing, Dance, Music, Theatre Film and Digital Production, Art, and Art History
- Anthony Gonzalez, Academic Advisor/Supervisor, INTS 3111A, Ext. 2-6053, anthony.gonzales@ucr.edu
 - Advising for students in the Arts and Performing Arts and supervises the Academic Supervisors in the Departments of Economics, Political Science, Art, History of Art, Creative Writing, Dance, Music, Theatre, Film, And Digital Production.
- **UCR ARTS**
 - Joanna Szupinska, Interim Executive Director, Chief Curator, Ext. 2-0506, joanna.szupinska@ucr.edu
 - Luis Portobanco, Finance & Administrative Officer, Ext. 2-6489, luis.portobanco@ucr.edu
 - Vacant, Senior Curator
 - Alyse Yeargan, Collections Manager, Ext. 2-5303, alyse.yeargan@ucr.edu
 - Danielle Peltakian, Museum Registrar, Ext., 2-1250, danielle.peltakian@ucr.edu
 - Kathryn Poindexter-Akers, Director of Exhibitions, Senior Curator, Ext. 2-6497, kathryn.poindexter@ucr.edu
 - Emily Gray, Museum Principal Preparator, Ext. 2-1246, emily.gray@ucr.edu
 - Nikolay Maslov, Curator of Special Projects, Ext. 2-5356, nikolay.maslov@ucr.edu
 - Grace Saunders, Exhibition Designer, Ext. 2-1246, grace.saunders@ucr.edu
 - Victoria Naser-Saravia, Preparator, victoria.nasersaravia@ucr.edu
 - Anna Gaissert, Curatorial & Project Assistant, Ext. 2-3755 anna.gaissert@ucr.edu
 - Lindsey Hammel, Director of Learning & Engagement, Ext. 2-1465, lindsey.hammel@ucr.edu
 - Steffanie Padilla, Education Program Manager, 2-0801, steffanie.padilla@ucr.edu
 - Amy Metcalf, Senior Public Events Manager, Ext. 2-1467, amy.metcalf@ucr.edu,
 - Rene Balingit, Scene Technician, Ext. 2-0305, reneabalingit@ucr.edu
 - Allissa Payne, Visitor Services & Finance Assistant, Ext. 2-5048, allissa.payne@ucr.edu
 - Summer Clark, Communication Representative, Ext. 2-1409, summer.clark@ucr.edu

UC Campus Human Resources

- **Associate Vice Chancellor**
 - Alex Najera, Associate Vice Chancellor/CHRO (951) 827-4721 (x24721) humanresources@ucr.edu
- **Compensation**
 - Pam Desire, Compensation and Classification Consultant, 951-827-5160 (x25160), compensation@ucr.edu
- **Employee and Labor Relations**

- Tiffany Hawkins, Employee & Labor Relations Representative, 951-827-9579 (x29579)
- Employee Relations: employee.relations@ucr.edu
 - Labor Relations: labor.relations@ucr.edu
- Performance Management: performancemanagement@ucr.edu
 - To file a grievance or PPSM 70 Complaint: grievances@ucr.edu
- **Policy & Communications**
 - Jessica Montes, Lead Project Policy Analyst, 951- 827-0000 (x20000), hrpolicy@ucr.edu
- **Talent Acquisition**
 - Emma Geach, Sr. Employment Analyst, 951-827-3575 (x23575), @ucr.edu
- **Training & Development**
 - Alexandra Rollins, Director of Employee and Organizational Development, 951-827-4928 (x24928), hrtrainingcontacts@ucr.edu

UC Campus Safety

- Emergency (Police, Fire, Medical):
 - From Campus Telephones: 911
 - From Pay Phones and Off-Campus: 911
- University of California Police Department – Riverside
 - 3500 Canyon Crest Dr. Riverside, CA 92507-4646
- Non-Emergency Police Business:
 - Phone: (951) 827-5222 & Fax: (951) 683-1639

UC Whistleblower Hotline

- Contact Information
 - 1(800) 403-4744, <http://www.ucop.edu/uc-whistleblower/>
- Workplace Conduct Policies [UC Riverside](#)

UCR Resources for Students

- [UCR Police Department](#) – (951) 827-5222
- [Title IX Office](#) – (951) 827-7070
- [Student Health Services](#) – (951) 827-3031
- [Counseling & Psychological Services \(CAPS\)](#) – (951) 827-5531
- [Respondent Services Coordinator](#) – (951) 827-4595
- [Office of the Ombuds](#) – (951) 827-3213
- [Student Conduct & Academic Integrity Programs](#) – (951) 827-4208
- [Dean of Students Case Manager](#) – (951) 827-5000
- [Dean of Students](#) – (951) 827-6095
- [Graduate Division](#) – (951) 827-4302
- [Women’s Resource Center](#) – (951) 827-3337
- [Lesbian Gay Bisexual Transgender Resource Center](#) – (951) 827-2267
- [Undocumented Student Programs](#) – (951) 827-2193
- [International Students and Scholars Office](#) – (951) 827-4113

UCR Confidential Resources for Students

- [Campus Advocacy, Resources & Education \(CARE\)](#) – (951) 827-6225

- [Counseling & Psychological Services \(CAPS\)](#) – (951) 827-5531
- [Office of the Ombuds](#) – (951) 827-3213

UCR Resources for Faculty and Staff

- [UCR Police Department](#) – (951) 827-5222
- [Title IX Office](#) – (951) 827-7070
- [Vice Provost for Academic Personnel](#) – (951) 827-2933
- [Faculty and Staff Assistance Program](#) – (951) 781-0510 or (800) 266-0510
- [Human Resources](#) – (951) 827-5588
- [Employee and Labor Relations](#) – (951) 827-5588
- [International Students and Scholars Office](#) – (951) 827-4113

UCR Confidential Resources for Faculty and Staff

- [Office of the Ombuds](#) – (951) 827-3213
- [Faculty and Staff Assistance Program](#) – (951) 781-0510 or (800) 266-0510
- [Campus Advocacy, Resources & Education \(CARE\)](#) - (951) 827-6225