

Duty/Responsibility	Name	Email	Phone	Supervisor
Administrative staff supervision	Felicia Rider	frider@unm.edu	277-2945	Steve Cabaniss
Assigned lab upgrades	Teri Anderson	bb13@unm.edu	277-1858	Karen Ann Smith
Billings (NMR, Mass Spec)	Moinica Vlad	mvlad@unm.edu	277-2435	Kwaku Sraha
Book ordering	Karen M.	kamc@unm.edu	277-1779	Felicia Rider
Breakage Card administration	Kwaku Sraha	ahenco@unm.edu	277-1663	Felicia Rider
Building issues	Bobby Ortiz	rortiz05@unm.edu	604-6120	Felicia Rider
Chemical safety in labs	Teri Anderson	bb13@unm.edu	277-1858	Karen Ann Smith
Chemical storage and management	Teri Anderson	bb13@unm.edu	277-1858	Karen Ann Smith
ChromeRiver approver for P-Card	Kwaku Sraha	ahenco@unm.edu	277-1663	Felicia Rider
ChromeRiver champion for the department	Riane Valdez	rivalez@unm.edu	277-0825	Felicia Rider
ChromeRiver department approver	Moinica Vlad	mvlad@unm.edu	277-2435	Kwaku Sraha
ChromeRiver department approver	Riane Valdez	rivalez@unm.edu	277-0825	Felicia Rider
ChromeRiver Departmental 2 nd approver (Dept. Chairs' del)	Felicia Rider	frider@unm.edu	277-2945	Steve Cabaniss
College liaison for various projects	Felicia Rider	frider@unm.edu	277-2945	Steve Cabaniss
Conference room scheduling (214A and 166)	Students	chemistry@unm.edu	277-6655	Riane Valdez
Daily scanning and updating into database	Students	chemistry@unm.edu	277-6655	Riane Valdez
Departmental budget approver	Felicia Rider	frider@unm.edu	277-2945	Steve Cabaniss
Departmental budget maintenance	Kwaku Sraha	ahenco@unm.edu	277-1663	Felicia Rider
Departmental Seminars management	Riane Valdez	rivalez@unm.edu	277-0825	Felicia Rider
Desktop support	James Williams	jwilli14@unm.edu	277-0137	Walter Valdez A&S
Directory Update	Students	chemistry@unm.edu	277-6655	Riane Valdez
Efforts Certifications	Kwaku Sraha	ahenco@unm.edu	277-1663	Felicia Rider
Emergency building issues	Bobby Ortiz	rortiz05@unm.edu	604-6120	Felicia Rider
Evaluation Toolkit	Karen M.	kamc@unm.edu	277-1779	Felicia Rider
Events manager	Felicia Rider	frider@unm.edu	277-2945	Steve Cabaniss
Events support	Riane Valdez	rivalez@unm.edu	277-0825	Felicia Rider
External reporting (MASUA, ACS, College and Provost)	Felicia Rider	frider@unm.edu	277-2945	Steve Cabaniss
F&A distributions	Kwaku Sraha	ahenco@unm.edu	277-1663	Felicia Rider
Faculty support for basic administrative duties	Students	chemistry@unm.edu	277-6655	Riane Valdez
FAMIS/Space Survey	Bobby Ortiz	rortiz05@unm.edu	604-6120	Felicia Rider
FedEx management	Riane Valdez	rivalez@unm.edu	277-0825	Felicia Rider
Fundraising/Endowment accounting	Felicia Rider	frider@unm.edu	277-2945	Steve Cabaniss
Graduate student applications coordination	Karen M.	kamc@unm.edu	277-1779	Felicia Rider
Graduate student hiring (Contracts)	Karen M.	kamc@unm.edu	277-1779	Felicia Rider
Grant and contract set-up	Kwaku Sraha	ahenco@unm.edu	277-1663	Felicia Rider
Greeting visitors	Students	chemistry@unm.edu	277-6655	Riane Valdez
Hiring UNMJobs - faculty, staff, post docs	Felicia Rider	frider@unm.edu	277-2945	Steve Cabaniss
Incident reports	Teri Anderson	bb13@unm.edu	277-1858	Karen Ann Smith
Incoming and outgoing mail	Students	chemistry@unm.edu	277-6655	Riane Valdez
Inventory control	Fred Fuchs	ffuchs@unm.edu	277-1858	Karen Ann Smith
J-1 department coordinator	Felicia Rider	frider@unm.edu	277-2945	Steve Cabaniss
Journal vouchers approvals	Felicia Rider	frider@unm.edu	277-2945	Steve Cabaniss
Journal vouchers entry	Kwaku Sraha	ahenco@unm.edu	277-1663	Felicia Rider
Key Card administration	Moinica Vlad	mvlad@unm.edu	277-2435	Kwaku Sraha
Manage front office email	Students	chemistry@unm.edu	277-6655	Riane Valdez
P-Card for emergencies only	Felicia Rider	frider@unm.edu	277-2945	Steve Cabaniss
P-Card purchases for basic supplies and travel	Riane Valdez	rivalez@unm.edu	277-0825	Felicia Rider
P-Card purchasing request for lab supplies and chemicals	Moinica Vlad	mvlad@unm.edu	277-2435	Kwaku Sraha
Parking spot scheduling	Students	chemistry@unm.edu	277-6655	Riane Valdez
Photocopying for faculty	Students	chemistry@unm.edu	277-6655	Riane Valdez
Post Docs, Research Scholars, and Affiliates administration	Felicia Rider	frider@unm.edu	277-2945	Steve Cabaniss
Pre-Award budget support	Kwaku Sraha	ahenco@unm.edu	277-1663	Felicia Rider
Pre-Award support and submission/Cayuse	Rebecca Rendon de Gonzales	rrendon1@unm.edu	277-1373	FRSO
Pre-Award support and submission/Cayuse	Jennifer Kavka	jekavka@unm.edu	277-5508	FRSO
Promotional and Tenure administration (rpt.unm.edu)	Felicia Rider	frider@unm.edu	277-2945	Steve Cabaniss
Purchase Orders >\$10,000	Kwaku Sraha	ahenco@unm.edu	277-1663	Felicia Rider
Quartz management	Moinica Vlad	mvlad@unm.edu	277-2435	Kwaku Sraha
Quartz management and training	Teri Anderson	bb13@unm.edu	277-1858	Karen Ann Smith
Receiver for all incoming packages	Moinica Vlad	mvlad@unm.edu	277-2435	Kwaku Sraha
Repairs: lights, heating and cooling, air handlers, etc.	Bobby Ortiz	rortiz05@unm.edu	604-6120	Felicia Rider
Research hardware troubleshooting	Fred Fuchs	ffuchs@unm.edu	277-1858	Karen Ann Smith
Research instrument issues	Fred Fuchs	ffuchs@unm.edu	277-1858	Karen Ann Smith
Research software installation	Fred Fuchs	ffuchs@unm.edu	277-1858	Karen Ann Smith
Restricted and unrestricted accounting (grant accounting)	Kwaku Sraha	ahenco@unm.edu	277-1663	Felicia Rider
Review desk top issues	James Williams	jwilli14@unm.edu	277-0137	Walter Valdez A&S
Safety Training	Teri Anderson	bb13@unm.edu	277-1858	Karen Ann Smith
Scheduling (classrooms and times)	Karen M.	kamc@unm.edu	277-1779	Felicia Rider
Scholarships	Karen M.	kamc@unm.edu	277-1779	Felicia Rider
Seminar travel and reimbursements	Riane Valdez	rivalez@unm.edu	277-0825	Felicia Rider
Software installation and upgrades	James Williams	jwilli14@unm.edu	277-0137	Walter Valdez A&S
Space management: furniture, chairs, etc	Bobby Ortiz	rortiz05@unm.edu	604-6120	Felicia Rider
Student supervisor	Riane Valdez	rivalez@unm.edu	277-0825	Felicia Rider
Time Approver	Kwaku Sraha	ahenco@unm.edu	277-1663	Felicia Rider
Time keeper	Moinica Vlad	mvlad@unm.edu	277-2435	Kwaku Sraha
Trouble shooting hardware issue	James Williams	jwilli14@unm.edu	277-0137	Walter Valdez A&S
UNMJobs undergraduate hiring	Riane Valdez	rivalez@unm.edu	277-0825	Felicia Rider
Website uploads and front TV monitor upload	Fred Fuchs	ffuchs@unm.edu	277-1858	Karen Ann Smith