

Administrative Assignments FY 19-20 (02/27/20)

Duty/Responsibility	Name	Email	Phone	Supervisor
Administrative staff supervision	Felicia Rider	frider@unm.edu	277-2945	Jeremy Edwards
Billings (NMR, Mass Spec)	Jenee Madrid	jmadrid7@unm.edu	277-1699	Felicia Rider
Book ordering	Karen M.	kamc@unm.edu	277-1779	Felicia Rider
Building issues	Bobby Ortiz	rortiz05@unm.edu	604-6120	Felicia Rider
ChromeRiver approver for P-Card	Monica Vlad	mvlad@unm.edu	277-2945	Felicia Rider
ChromeRiver department approver	Monica Vlad	mvlad@unm.edu	277-2435	Felicia Rider
ChromeRiver Departmental 2 nd approver (Dept. Chairs' delegate)	Felicia Rider	frider@unm.edu	277-2945	Jeremy Edwards
College liasion for various projects	Felicia Rider	frider@unm.edu	277-2945	Jeremy Edwards
Conference room scheduling (214A and 166)	Students	chemistry@unm.edu	277-6655	Joanna Rex
Departmental budget approver/maintenance	Monica Vlad	mvlad@unm.edu	277-2435	Felicia Rider
Departmental Seminars management	Joanna Rex / Felicia Rider	jrex@unm.edu	277-1663	Felicia Rider
Desktop support	James Williams	jwilli14@unm.edu	277-0137	Walter Valdez A&S
Directory Update	Joanna Rex	jrex@unm.edu	277-1663	Felicia Rider
Efforts Certifications	Monica Vlad	mvlad@unm.edu	277-2435	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	Jeremy Edwards
Events support	Joanna Rex	jrex@unm.edu	277-1663	Felicia Rider
External reporting (MASUA, ACS, College and Provost)	Felicia Rider	frider@unm.edu	277-2945	Jeremy Edwards
F&A distributions	Monica Vlad	mvlad@unm.edu	277-2435	Felicia Rider

Faculty support for basic administrative duties	Joanna Rex	jrex@unm.edu	277-1663	Felicia Rider
FAMIS/Space Survey	Bobby Ortiz	rortiz05@unm.edu	604-6120	Felicia Rider
FedEx management	students	chemistry@unm.edu	277-6655	Joanna Rex
Fundraising/Endowment accounting	Felicia Rider	frider@unm.edu	277-2945	Jeremy Edwards
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	Monica Vlad	mvlad@unm.edu	277-2435	Felicia Rider
Greeting visitors	Joanna Rex	jrex@unm.edu	277-1663	Felicia Rider
Hiring UNMJobs - faculty, staff, post docs	Felicia Rider	frider@unm.edu	277-2945	Jeremy Edwards
Incoming and outgoing mail	Joanna Rex	jrex@unm.edu	277-1663	Felicia Rider
J-1 department coordinator	Felicia Rider	frider@unm.edu	277-2945	Jeremy Edwards
Journal vouchers approvals	Felicia Rider	frider@unm.edu	277-2945	Jeremy Edwards
Journal vouchers entry	Monica Vlad	mvlad@unm.edu	277-2495	Felicia Rider
Key Card administration	Joanna Rex	jrex@unm.edu	277-1663	Felicia Rider
Manage front office email	Joanna Rex	jrex@unm.edu	277-1663	Felicia Rider
P-Card purchases for basic supplies & travel	Joanna Rex	jrex@unm.edu	277-1663	Felicia Rider
P-Card purchasing request for lab supplies & chemicals	Jenee Madrid	jmadrid7@unm.edu	277-0825	Felicia Rider
Parking spot scheduling	Joanna Rex	jrex@unm.edu	277-1663	Felicia Rider
Photocopying for faculty	Students	chemistry@unm.edu	277-6655	Joanna Rex
Post Docs, Research Scholars, and Affiliates administration	Felicia Rider	frider@unm.edu	277-2945	Jeremy Edwards
Pre-Award support & submission/ Cayuse & budget support (by PI)	Monica Vlad	mvlad@unm.edu	277-2435	Felicia Rider

Print/Copier manager	Joanna Rex	jrex@unm.edu	277-1663	Felicia Rider
Promotional and Tenure administration (rpt.unm.edu)	Felicia Rider	frider@unm.edu	277-2945	Jeremy Edwards
Purchase Orders >\$10,000	Monica Vlad	mvlad@unm.edu	277-2435	Felicia Rider
Quartz management & training	Moinica Vlad / Jenee Madrid	mvlad@unm.edu / jmadrid7@unm.edu	277-2435	Felicia Rider
Receiver for all incoming packages	Jenee Madrid	jmadrid7@unm.edu	277-1699	Felicia Rider
Repairs: lights, heating and cooling, air handlers, etc.	Bobby Ortiz	rortiz05@unm.edu	604-6120	Felicia Rider
Restricted accounting (grant accounting)	Monica Vlad	mvlad@unm.edu	277-2435	Felicia Rider
Review desk top issues	James Williams	jwilli14@unm.edu	277-0137	Walter Valdez A&S
Scheduling (classrooms & times)	Karen M.	kamc@unm.edu	277-1779	Felicia Rider
Scholarships	Karen M.	kamc@unm.edu	277-1779	Felicia Rider
Seminar travel & reimbursements	Joanna Rex	jrex@unm.edu	277-1663	Felicia Rider
Software installation & 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	Joanna Rex	jrex@unm.edu	277-1663	Felicia Rider
Time Keeper	Jenee Madrid	jmadrid7@unm.edu	277-1699	Felicia Rider
Time keeper	Joanna Rex	jrex@unm.edu	277-1663	Felicia Rider
Trouble shooting hardware issue	James Williams	jwilli14@unm.edu	277-0137	Walter Valdez A&S
UNMJobs undergraduate hiring	Joanna Rex	jrex@unm.edu	277-1663	Felicia Rider
Unrestricted accounting	Monica Vlad	mvlad@unm.edu	277-2435	Felicia Rider