

Staff Assignments FY 25-26

Duty/Responsibility	Job Title	Name	Email	Backup	Phone	Supervisor
College liasion for various projects	Department Admin	Amanda Munk	amunk1@unm.edu	varies based on need	277-0825	Terefe Habteyes
External reporting (MASUA, ACS, College and Provost)	Department Admin	Amanda Munk	amunk1@unm.edu		277-0825	Terefe Habteyes
Fundraising/Endowment accounting	Department Admin	Amanda Munk	amunk1@unm.edu	fsantill@unm.edu	277-0825	Terefe Habteyes
Hiring UNMJobs - faculty, staff, postdocs	Department Admin	Amanda Munk	amunk1@unm.edu	knhilton@unm.edu	277-0825	Terefe Habteyes
J-1 department coordinator	Department Admin	Amanda Munk	amunk1@unm.edu		277-0825	Terefe Habteyes
Key Order administration	Department Admin	Amanda Munk	amunk1@unm.edu	chemistry@unm.edu	277-0825	Terefe Habteyes
Post Docs, Research Scholars, and Affiliates administration	Department Admin	Amanda Munk	amunk1@unm.edu	knhilton@unm.edu	277-0825	Terefe Habteyes
Promotional and Tenure administration (rpt.unm.edu)	Department Admin	Amanda Munk	amunk1@unm.edu		277-0825	Terefe Habteyes
Administrative staff supervision	Department Admin	Amanda Munk	amunk1@unm.edu		277-0825	Terefe Habteyes
Ordering: Computers	Accounting Clerk/ Accountant	Ariel Seamon/ Fernando Santillanes	ccborders@unm.edu	knhilton@unm.edu	277-1699	Amanda Munk
Ordering: Supplies	Accounting Clerk/ Accountant	Ariel Seamon/ Fernando Santillanes	ccborders@unm.edu	knhilton@unm.edu	277-1699	Amanda Munk
Ordering: Chemicals	Accounting Clerk/ Accountant	Ariel Seamon/ Fernando Santillanes	ccborders@unm.edu	knhilton@unm.edu	277-1699	Amanda Munk
Ordering: Process management and training	Accounting Clerk/ Accountant	Ariel Seamon/ Fernando Santillanes	ccborders@unm.edu	knhilton@unm.edu	277-1699	Amanda Munk
Billing (NMR, Mass Spec)	Accounting Clerk/ Accountant	Ariel Seamon/ Fernando Santillanes	adrewsea@unm.edu	fsantill@unm.edu	277-1699	Amanda Munk
Seminar travel and reimbursements	Accounting Clerk/ Accountant	Ariel Seamon/ Fernando Santillanes	adrewsea@unm.edu	fsantill@unm.edu	277-1699	Amanda Munk
Conference room scheduling (B10F, 111, 201,202, 210, 214, 215)	Students	Beckett, Otis, Rindra	chemistry@unm.edu	knhilton@unm.edu	277-6655	Kasey Hilton
FedEx management	Students	Beckett, Otis, Rindra	chemistry@unm.edu	knhilton@unm.edu	277-6655	Kasey Hilton
Incoming and outgoing mail	Students	Beckett, Otis, Rindra	chemistry@unm.edu	knhilton@unm.edu	277-6655	Kasey Hilton
Manage front office email	Students	Beckett, Otis, Rindra	chemistry@unm.edu	knhilton@unm.edu	277-6655	Kasey Hilton
Parking spot scheduling	Students	Beckett, Otis, Rindra	chemistry@unm.edu	knhilton@unm.edu	277-6655	Kasey Hilton
Photocopying for faculty	Students	Beckett, Otis, Rindra	chemistry@unm.edu	knhilton@unm.edu	277-6655	Kasey Hilton
Receiver for all incoming packages	Students	Beckett, Otis, Rindra	chemistry@unm.edu	knhilton@unm.edu	277-6655	Kasey Hilton
Audio/Visual in conference rooms (not Clark Hall 101)	Students	Beckett, Otis, Rindra	chemistry@unm.edu	knhilton@unm.edu	604-6120	Amanda Munk
Building issues	Facilities Ops Manager	Bobby Ortiz	rortiz05@unm.edu	knhilton@unm.edu	604-6120	Amanda Munk
Emergency building issues	Facilities Ops Manager	Bobby Ortiz	rortiz05@unm.edu	klevsen@unm.edu	604-6120	Amanda Munk
FAMIS/Space Survey	Facilities Ops Manager	Bobby Ortiz	rortiz05@unm.edu		604-6120	Amanda Munk
Repairs: lights, heating and cooling, air handlers, etc.	Facilities Ops Manager	Bobby Ortiz	rortiz05@unm.edu	amunk1@unm.edu	604-6120	Amanda Munk
Space management: furniture, chairs, etc	Facilities Ops Manager	Bobby Ortiz	rortiz05@unm.edu	amunk1@unm.edu	604-6120	Amanda Munk

ChromeRiver: approver for P-Card	Accountant	Fernando Santillanes	fsantill@unm.edu		277-1699	Amanda Munk
ChromeRiver: department approver	Accountant	Fernando Santillanes	fsantill@unm.edu		277-1699	Amanda Munk
Departmental budget approver/maintenance	Accountant	Fernando Santillanes	fsantill@unm.edu		277-1699	Amanda Munk
Efforts Certifications	Accountant	Fernando Santillanes	fsantill@unm.edu		277-1699	Amanda Munk
F&A distributions	Accountant	Fernando Santillanes	fsantill@unm.edu		277-1699	Amanda Munk
Grant and contract set-up	Accountant	Fernando Santillanes	fsantill@unm.edu		277-1699	Amanda Munk
Journal vouchers approvals	Accountant	Fernando Santillanes	fsantill@unm.edu	adrewsea@unm.edu	277-1699	Amanda Munk
Journal vouchers entry	Accountant	Fernando Santillanes	fsantill@unm.edu	adrewsea@unm.edu	277-1699	Amanda Munk
Purchase Orders >\$10,000	Accountant	Fernando Santillanes	fsantill@unm.edu	adrewsea@unm.edu	277-1699	Amanda Munk
Restricted accounting (grant accounting)	Accountant	Fernando Santillanes	fsantill@unm.edu	adrewsea@unm.edu	277-1699	Amanda Munk
Unrestricted accounting	Accountant	Fernando Santillanes	fsantill@unm.edu	adrewsea@unm.edu	277-1699	Amanda Munk
Departmental Seminars management	Front Office Coordinator	Kasey Hilton	knhilton@unm.edu	amunk1@unm.edu	277-2945	Amanda Munk
Directory Update	Front Office Coordinator	Kasey Hilton	knhilton@unm.edu	chemistry@unm.edu	277-2945	Amanda Munk
Events manager	Front Office Coordinator	Kasey Hilton	knhilton@unm.edu	amunk1@unm.edu	277-2945	Amanda Munk
Faculty support for basic administrative duties	Front Office Coordinator	Kasey Hilton	knhilton@unm.edu	amunk1@unm.edu	277-2945	Amanda Munk
Greeting visitors	Front Office Coordinator	Kasey Hilton	knhilton@unm.edu	chemistry@unm.edu	277-2945	Amanda Munk
Print/Copier manager	Front Office Coordinator	Kasey Hilton	knhilton@unm.edu	chemistry@unm.edu	277-2945	Amanda Munk
Student supervisor	Front Office Coordinator	Kasey Hilton	knhilton@unm.edu	amunk1@unm.edu	277-2945	Amanda Munk
Time keeper	Front Office Coordinator	Kasey Hilton	knhilton@unm.edu	adrewsea@unm.edu	277-2945	Amanda Munk
UNMJobs undergraduate hiring	Front Office Coordinator	Kasey Hilton	knhilton@unm.edu	amunk1@unm.edu	277-2945	Amanda Munk
Scheduling (classrooms and times)	Graduate Advisement Coordinator	Karen M.	kamc@unm.edu	knhilton@unm.edu	277-1779	Amanda Munk
Website updates	Front Office Coordinator	Kasey Hilton	knhilton@unm.edu	chemistry@unm.edu	277-2945	Amanda Munk
Desktop support	IT	James Williams	jwilli14@unm.edu	UNM IT		Walter Valdez A&S
Software installation and upgrades	IT	James Williams	jwilli14@unm.edu	UNM IT		Walter Valdez A&S
Trouble shooting hardware issue	IT	James Williams	jwilli14@unm.edu	UNM IT		Walter Valdez A&S
Safety: Chemical inventory and safety	Safety Coordinator	Kali Levsen	klevesen@unm.edu	EHS	277-8681	Curt Mowry
Safety: Lab safety and chemical disposal	Safety Coordinator	Kali Levsen	klevesen@unm.edu	EHS	277-8681	Curt Mowry
Safety: All department issues including personal safety	Safety Coordinator	Kali Levsen	klevesen@unm.edu		277-8681	Curt Mowry
Book ordering	Graduate Advisement Coordinator	Karen M.	kamc@unm.edu		277-1779	Amanda Munk
Evaluation Toolkit	Graduate Advisement Coordinator	Karen M.	kamc@unm.edu		277-1779	Amanda Munk
Graduate student applications coordination	Graduate Advisement Coordinator	Karen M.	kamc@unm.edu		277-1779	Amanda Munk
Graduate student hiring (Contracts)	Graduate Advisement Coordinator	Karen M.	kamc@unm.edu	knhilton@unm.edu	277-1779	Amanda Munk

Scholarships	Graduate Advisement Coordinator	Karen M.	kamc@unm.edu	knhilton@unm.edu	277-1779	Amanda Munk
Pre-Award support and submission/Cayuse and budget support (by PI)		Marina Todeschini	marinat@unm.edu	knhilton@unm.edu	277-1373	Peter Fawcett