ISG Staff Roles, 2023  *CAO roles TBA (but basically overseer of all)

Nancy Corona, Purchaser/Administrative Coordinator
nancy@socgen.ucla.edu

- PURCHASES: (office supplies, equipment, furniture, computers, software, consultant payments, stop check and reissue request)
- TRAVEL: reserving and booking travel with ucla travel
- ISG EVENTS: assist with organization and coordination of ISG events (symposia, speaker series, guest lectures, conferences, meetings)
- Expense reports
- general accounts payable activities
- Parking coordinator
- Equipment inventory
- Facilities requests
- Assist with general new employee on-boarding items
- Verify and authorize supplies/services (copier, fax, water)
- Lab order management
- Provide admin support to ISG leadership and CAO
- Mailing list maintenance
- Maintain general upkeep of shared used space
- Assist with orders and returns of AVS media and equipment
- Mail management
- Oversee maintenance of general bulletin boards
- Update online campus directory, ISG contact information on websites
- Assist with basic instructional support

Victoria Guerrero, Academic Personnel Coordinator
victoria@socgen.ucla.edu

- Manage obtaining documents and reviewing documents needed for the completion of dossiers of academic personnel actions for Institute faculty, lecturer, postdoctoral fellow, visitor, hiring and onboarding of academic student employee (Teaching Assistants, Readers) and Graduate Student Researcher appointments
- Create and maintain annual faculty personnel case schedule and provide regular updates
- Generate offer and renewal letters, supplemental letters, appointment and hiring forms, verify employment
- Manage the Institute's internal Emergency Plan
Feilin Wang, Extramural Fund Manager
fwang@socgen.ucla.edu

Pre-award (assist, advise, get signatures, etc)

- analyze extramural funding opportunities and interpret the budget guidelines.
- calculate project budgets and adhere to university + grantling agency guidelines
- work with sub-recipients to incorporate into main budgets/proposals
- analyze grant proposals to ensure adherence to correct format.
- generate proposal and transmittal forms and acquire official signatures
- work with relevant staff to assure expedited submission of proposals.
- respond to OCGA review notes or queries.

Post-award (provide forms, expense accounting, process invoices, etc)

- analyze extramural award synopses and reconcile award with proposals
- communicate with EFM and General Accounting to establish new accounts and recharge IDs.
- generate University forms required in the administration of contracts and grants
- process outgoing sub-awards paperwork and invoices
- reconcile expenses charged to ledgers.
- initiate corrections and adjustments to ledgers when needed
- analyze payroll expenses and commitments
- generate monthly financial reports and projections
- advise faculty on re-budgeting, no-cost time extension, supplement status inquiries, and other matters. Draft correspondence.
- Close out contract and grant accounts on a timely basis.

Other
- review and back up preparer for purchases, payments, reimbursements, and expense reports.
**Frenz Cabison, Student Academic Advisor**
frenz@socgen.ucla.edu

For staff, faculty, instructors, and campus partners:
- course scheduling (including mirroring multi-listed and cross-listed courses)
- CIMS-related processes (e.g., course creation, variable topic proposals, etc).
- course catalog
- course evaluations
- TA and reader recruitment and advertisements
- university-wide/student affairs events (e.g., Bruin Day, New Student Sessions, Life Science Open House, Commencement, etc).

For students:
- academic advising (including, but not limited to: course planning, major/ minor advising, application, petition processes, career planning, etc.) Please consult socgen.ucla.edu/advising
- enrollment assistance that pertains to discussion swaps and contract courses. Please be advised that I neither issue PTE #s nor assist students with courses that are outside of the Soc Gen subject area.

**Amisha Gadani, Senior Artist**
agadani@ucla.edu

- design and develop figures, illustrations, & covers to support faculty research.
- clean up existing figures and graphs
- create lab logo
- create event flyers, posters, website banners
- design lab website on Wix or Squarespace. (that you edit and manage)
- ISG website upkeep (updates to bio page, new papers and/or research, upcoming events and talks, faculty outreach, student work, awards)
- any image/illustration/art/outreach-related inquiries to support ISG research!