| **Kirstyn Raitz**  
Front Office Administrator  
kraitz@stanford.edu  
381-R | 725-6284 | • Front office management  
• P-cards  
• Lodging for visitors  
• Short-term visitor/guests process  
• Building management & access, facilities requests, and space/property  
• Office equipment maintenance including equipment supplies, i.e., paper, toner cartridges, peripherals.  
• Office supplies, Phone and IT ordering  
• Manage department directories (website, lobby, front desk) |
|-----------------|-----------------|--------------------------------------------------|
| **Debbie Lemos**  
Director of Finance and Operations  
debbie.lemos@stanford.edu  
381-R2 | 723-2214 | • Management of Finance and Administration for the Math Department including: Finance, Research Administration, Student Services, Personnel/payroll, Facilities/maintenance & Staff management  
• Access to Departmental resources |
| **VACANT**  
Faculty Affairs Administrator  
mbragger@stanford.edu  
381-R4 | 723-2602 | • Faculty Affairs, including searches, recruitment, appointment process, sabbaticals, & leaves, long term visitors  
• Administrative support to the Department Chair  
• Direct Administrative Liaison to H&S Deans Office  
• General Faculty Inquiries including onboarding, moving expenses  
• Expense reimbursement processing for search candidates & relocation  
• Seminar scheduling  
• Weekly seminar announcements  
• Website management including content, and maintenance  
• Long term office assignments (faculty, long term visitors)  
• Stanford “mailman lists” (faculty, staff, NOT students or prospective math majors) |
| **Maureen Bragger**  
Human Resources Administrator  
mbragger@stanford.edu  
381-R3 | 723-2603 | • Human Resources and Personnel Management (onboarding staff, payroll/benefits)  
• Department Payroll Administration  
• Time-and-leave Administration  
• Faculty and replacement teaching salary budgets  
• Department sponsorship of SUNet IDs, University Affiliate Access  
• Postdoctoral & Visiting Postdoc. Appointments  
• Visas for Exchange Visitor/ Employment, Permanent Residency  
• STAP fund reimbursements  
• Department Emergency Plan  
• Computer Replacement & Ergonomics programs |
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<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
<th>Responsibilities</th>
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| Mandy Ferguson Hoyt | Program/Events Coordinator                    | mandyferguson@stanford.edu 381-R5 | 725-1515                        | - MRC management, including administrative support to the director of the MRC and maintaining MRC website  
- Departmental conferences, workshops, public & distinguished lectures  
- Room scheduling, events only (NOTE: For academic room scheduling see Student Services Specialist)  
- Non-sponsored (faculty support) reimbursements of expenses |
| Margarita Duenas    | Financial Manager                             | mduenas@stanford.edu 381-P | 723-0925                        | - Financial management and oversight of all department funds  
- Pre- & post-award activities for sponsored grants and contracts  
- Salary entries for faculty, postdocs, students, and temporary appointments funded by sponsored research  
- PI effort on sponsored research projects  
- Annual payroll certification  
- Guidance to faculty, staff, and students on "best practices" for complex travel, purchasing, or other finance related queries as needed  
- Financial reporting  
- Dean's office exception requests for travel  
- Staff training on accounting standards and policies |
| Cathy Lu            | Research Administrator 2                      | cathyhlu@stanford.edu 381-Q | 723-1978                        | - Grant proposal preparation and submission  
- Grant transfers, no cost extensions, PI effort and requests/report submissions to sponsors  
- Grant set up, ongoing management of funds receivable and closeout  
- Guidance to faculty and staff regarding “best practices” for administrative and financial compliance on sponsored grants and contracts  
- Liaison between department, OSR, sponsors, and collaborating institutions  
- Management and reconciliation of sponsored-research accounts  
- Management of sponsored student research assistantships on sponsored research accounts  
- Monthly and quarterly expense certification |
| Maricela Avina      | Finance Associate                             | mavina@stanford.edu 381-Q | 725-1650                        | - Reimbursements for expenses related to sponsored-research projects  
- Management of the departmental travel card  
- Guidance to faculty, staff and students on "best practices" for travel matters as needed  
- Billing issues not related to office maintenance or supplies  
- iJournal transfers |
| Gretchen Lantz                      | • Graduate Student Degree Progress/Milestones  
| Student Services Manager          | • Graduate admissions                        
| glantz@stanford.edu               | • Graduate Student Financial Support (paying graduate students, graduate aid budget)  
| 381-S | 723-2601 | • Graduate Student discretionary travel funds  
|                                          | • Visiting Student Appointments               
|                                          | • Summer Sessions and Summer Undergraduate Research Program (SURIM)  
|                                          | • Stanford “mailman” list: mathstudents@lists.stanford.edu |

| Asma Gaba                         | • Course scheduling                          
| Student Services Specialist       | • Room scheduling: academic (course related)  
| asmagaba@stanford.edu             | • Undergraduate Majors and Minors Degree Progress/Requirements  
| 381-S | 736-2874 | • Textbook desk copies                   
|                                          | • Course graders                             
|                                          | • Commencement                               
|                                          | • Website updates for Academics section      
|                                          | • Stanford “mailman” list: mathugrads@lists.stanford.edu and prospectivemathmajor@lists.stanford.edu |