

GO TO**IF YOU HAVE QUESTIONS ABOUT**

<p><i>Kirstyn Raitz</i> Front Office Administrator kraitz@stanford.edu 381-R 725-6284</p>	<ul style="list-style-type: none"> • 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)
<p><i>Debbie Lemos</i> Director of Finance and Operations debbie.lemos@stanford.edu 381-R2 723-2214</p>	<ul style="list-style-type: none"> • 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
<p><i>VACANT</i> Faculty Affairs Administrator mbragger@stanford.edu 381-R4 723-2602</p> <p><i>(if you have questions re: Faculty Affairs, ask Maureen Bragger)</i></p>	<ul style="list-style-type: none"> • 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)
<p><i>Maureen Bragger</i> Human Resources Administrator mbragger@stanford.edu 381-R3 723-2603</p>	<ul style="list-style-type: none"> • 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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<p><i>Mandy Ferguson Hoyt</i> Program/Events Coordinator mandyferguson@stanford.edu 381-R5 725-1515</p>	<ul style="list-style-type: none">• 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
<p><i>Margarita Duenas</i> Financial Manager mduenas@stanford.edu 381-P 723-0925</p>	<ul style="list-style-type: none">• 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
<p><i>Cathy Lu</i> Research Administrator 2 cathyhlu@stanford.edu 381-Q 723-1978</p>	<ul style="list-style-type: none">• 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
<p><i>Maricela Avina</i> Finance Associate mavina@stanford.edu 381-Q 725-1650</p>	<ul style="list-style-type: none">• 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

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<p><i>Gretchen Lantz</i> Student Services Manager glantz@stanford.edu 381-S 723-2601</p>	<ul style="list-style-type: none">• Graduate Student Degree Progress/Milestones• Graduate admissions• Graduate Student Financial Support (paying graduate students, graduate aid budget)• Graduate Student discretionary travel funds• Visiting Student Appointments• Summer Sessions and Summer Undergraduate Research Program (SURIM)• Stanford “mailman” list: mathstudents@lists.stanford.edu
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<p><i>Asma Gaba</i> Student Services Specialist asmagaba@stanford.edu 381-S 736-2874</p>	<ul style="list-style-type: none">• Course scheduling• Room scheduling: academic (course related)• Undergraduate Majors and Minors Degree Progress/Requirements• Textbook desk copies• Course graders• Commencement• Website updates for Academics section• Stanford “mailman” list: mathugrads@lists.stanford.edu and prospectivemathmajor@lists.stanford.edu
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