<table>
<thead>
<tr>
<th>Name</th>
<th>Role/Responsibilities</th>
</tr>
</thead>
</table>
| **Kirstyn Raitz**    | - 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**     | - Management of Finance and Administration for the Math Department  
- Management of Finance, Research Administration, Student Services, Personnel/payroll, Facilities/maintenance & Staff management  
- Access to Departmental resources |
| **Maureen Bragger**  | - 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) |
| **Olivia Doan**      | - 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 |
### 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**  
| Student Services Manager  
| glantz@stanford.edu  
| 381-S | 723-2601 |
| **GO TO**  
| IF YOU HAVE QUESTIONS ABOUT |
|  
| • 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 |

| **Jessica Levake**  
| Student Services Specialist  
| jlevake@stanford.edu  
| 381-S | 736-2874 |
|  
| • 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 |