



Caroline Benitez	2-4619	Batchelor Hall 2118	Administrative Specialist – Provides administrative support to the Chair.
Jessica Gonzalez	2-6687	Batchelor Hall 2132	Research Admin 2 – Assists department faculty with pre & post award administration.
Liliana Juarez	2-0753	Batchelor Hall 2132	Research Admin 2 – Assists department faculty with pre & post award administration.
Jaime Matute	2-9407	Batchelor Hall 2132	Research Admin 2 – Assists department faculty with pre & post award administration.
Amanda Pattek	2-2083	Batchelor Hall 2132	Research Admin 1 – Assists department faculty with pre & post award administration.
Jackelyn Quinonez	2-5990	Batchelor Hall 2112	Admin Officer 2 – Provides administrative support to FAO & FOM, assists with travel, HR, and payroll processing.
Valerie Arce	2-9081	Genomics 4119	Admin Officer 2 – Supervises IIGB admin team and manages all IIGB/CEPCEB operations.
Mauricio Serrano-Macias	2-2601	Genomics 1206	IIGB Financial Srv Analyst 1 - Distributes Genomic Building keys, Auditorium reservations, prepares travel vouchers, and reimbursements.
Chantti Compay	2-7177	Genomics 1206	IIGB Financial Srv Analyst 2 – Processes billing for core services in IIGB/CEPCEB.
Benjamin Terao	2-6254	Genomics 1206	IIGB Financial Analyst II - Assists department faculty with pre & post award administration.
Kim Steiner	951-315-5733	Greenhouse 16, rooms 102, 104	Teaching Laboratory Coordinator and Departmental Information Technology Specialist;
Matthew Ulrich	2-4421	Batchelor Hall 2157	Facilities Assistant – Assists with lab moves and a variety of facility work orders.

#### Rotation schedule

	Starts	Ends	Notes
Rotation 1	Sept 23	Nov 1	Starts three days <b>before</b> classes start
Rotation 2	Nov 4	Dec 13	
Rotation 3	Jan 2	Feb 14	
Lab decided	Before February 21 <sup>st</sup>		

Link to complete Handbook and Guidance Committee Forms:

[https://plantbiology.ucr.edu/sites/default/files/2022-02/plbl\\_handbook\\_2021-2022.pdf](https://plantbiology.ucr.edu/sites/default/files/2022-02/plbl_handbook_2021-2022.pdf)