GRADUATE STUDENT AFFAIRS ADVISOR
Gilbert Bretado  534-1694
Eckart Building  Room 205
gbretado@ucsd.edu  MC 0208
Educational Services:
  Student advising, doctoral committees, qualifying
  exam, dissertation/thesis
  defense scheduling, degree paperwork: MS & PhD
Admissions: PhD, MS, MAS-CSP
Departmental exams
Recruitment/ diversity outreach events
New student orientation
Leave of absence, withdrawal, re-admission, and half-time study

STUDENT AFFAIRS COORDINATOR
Olivia Padilla  534-9967
Eckart Building  Room 209
oppadilla@ucsd.edu  MC 0208
Room reservations
Classroom maintenance and supplies
FM Service/repair requests
Email listserv updates
New student orientation and recruiting events
Surfside Reservations

STUDENT FUNDING COORDINATOR
Shelley Weisel  534-1695
Eckart Building  Room 206
sweisel@ucsd.edu  MC 0208
Grad student funding coordinator:
  Fellowship (stipend and fee payments),
  scholarship, traineeships, and employment
Bridge funding requests
Grad student income verification
Grad student tax resources
Residency for tuition purposes
International student visa matters
Exceptions to Policy

FINANCIAL ANALYST
Maureen McGreevy  534-3207
Eckart Building  Room 210
mpmcgreevy@ucsd.edu  MC 0208
Departmental accounting and budget
Coordinate and reimburse student travel and research awards
Reimbursement for seminar entertainment
Parking permits and codes
DSA
State and discretionary funds
Financial & Agency Reports
Extramural awards and award allocation
Budget, staffing and payroll review and reconciliation
Close out and cost transfers
Faculty recruitment funding
General ledger reconciliation
Index numbers
Inventory management
MAS program budget & UCOP fee analysis
REU proposal preparation

ADMINISTRATIVE PERSONNEL SPECIALIST
Leslie Costi  534-8752
Eckart Building  Room 212
lcosti@ucsd.edu  MC 0208
Staff HR contact (Recruitment/employment)
Payroll timekeeping
Student recruitment – Open House
Faculty recruitment
Academic Files/Appointments: Unit 18/Salaried, Non-Salaried
Academic Visa & Immigration

MSO
Denise Darling  534-4794
Eckart Building  Room 208
ddarling@ucsd.edu  MC 0208
Supervision and leadership for
  SIO Department administration
Human resources (academic/staff)
Financial management
Space and facilities management
SIO and campus liaison
Policy and procedures, internal controls
Surfside reservations

SIO Department Directory
### MAS | MBC PROGRAM

#### PROGRAM CO-CHAIR
- **Greg Rouse** 534-7973
  - Hubbs Hall Room 2170
  - grouse@ucsd.edu MC 0202

#### PROGRAM CO-CHAIR
- **Jen Smith** 246-0803
  - Hubbs Hall Room 2160
  - jes013@ucsd.edu MC 0202

#### MAS MBC PROGRAM MANAGER
- **Jane Weinzierl** 822-2886
  - Eckart Building Room 103
  - jweinzierl@ucsd.edu MC 0202

  Admissions
  Capstone committees and symposium
  Data and statistics requests, people database updates
  Leave of absence, withdrawal, re-admission, half-time study
  New student orientation and recruitment events
  Degree paperwork, students files and mail distribution
  Website and email listserv updates

#### MAS MBC EXECUTIVE DIRECTOR
- **Samantha Murray** 534-5022
  - Eckart Building Room 203
  - smurray@ucsd.edu MC 0208

  MAS-MBC program development
  Capstone project coordination
  Lecturer/instructor
  Organize instructors
  (16-Units Summer Courses)
  Career services assistance and student mentorship/advising
  Field trip coordinator
  Course approvals: new courses/updates to existing courses
  Course evaluations
  Course scheduling
  Grades
  Non-salaried lecturers coordination
  Syllabi collecting and approval

#### MAS MBC ADMINISTRATIVE ANALYST
- **Penny Dockry** 822-2790
  - Hubbs Hall Room 2155
  - pdockry@ucsd.edu MC 0202

  New student orientation scheduling and room set-up
  Coordinate scheduling of field trips and research time at Wrigley Marine Station, TRNME, Torrey Pines State Reserves, etc.
  Coordinate related purchase orders, contracts, payments, and liability forms, transportation, ship time & science party list.
  Coordinate social events for MBC MAS students
  Arrange travel for guest speakers

### MAS | CSP PROGRAM

#### PROGRAM CHAIR
- **Lynn Russell** 534-0748
  - Nierenberg Hall Room 343
  - lmrussell@ucsd.edu MC 0221

  Course approvals: new courses/updates to existing courses
  Course evaluations and scheduling
  Recruitment and admissions
  Capstone committee and symposium
  Lead MAS CSP Forum and other review sessions
  Coordinate new student orientation
Undergraduate Program

PROGRAM DIRECTOR - UNDERGRADUATE EDUCATION

Jane Teranes 534-5386
Eckart Building Room 213
Galbraith Hall Room 367
jteranes@ucsd.edu MC 0328
Undergraduate curriculum and course development
Lecturer hires for undergraduate courses
Coordination of undergraduate teaching assignments
Scripps Undergraduate Research Fellowship (SURF), Program Director and PI
Environmental Systems, Faculty Director

ASSISTANT DIRECTOR

Josh Reeves 534-8157
Galbraith Hall Room 367
Eckart Building Room 204
jdreeses@ucsd.edu MC 0328
Course approval and scheduling
Teaching Assistant positions
Request for undergraduate instructional supplies/equipment
Contiguous BS/MS program: requirements, application, degree progress
Questions about campus resources for undergraduate instruction
SIO Department instructional space planning

STUDENT AFFAIRS OFFICER ASSISTANT

Sid Eads 822-4604
Galbraith Hall Room 368
Eckart Building Room 211
seads@ucsd.edu MC 0328
Student advising
Field trip coordinator
Alumni relations liaison
Website updates
Degree Paperwork, Change in Major and Declaration of Minors
Student Advising
Textbook Coordination
Office for Students with Disabilities (OSD)
Course Material Support, Exam printing, Scantrons, etc.

SIO Department Academic Leadership

DEPARTMENT CHAIR

Brian Palenik 534-7505
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VICE CHAIR – GEO PROGRAM DIRECTOR

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IGPP/Munk Lab Building Room 329
Eckart Building Room 214
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COAP PROGRAM DIRECTOR

Dan Rudnick 534-7669
Keck OAR 3 Room 360
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OBP PROGRAM DIRECTOR

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PROGRAM DIRECTOR – SIO DEPARTMENT FORMER CHAIR

Lisa Tauxe 534-3183
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Curricular Group Coordinators

APPLIED OCEAN SCIENCE

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MARINE CHEMISTRY & GEOCHEMISTRY

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BIOLOGICAL OCEANOGRAPHY

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MARINE BIOLOGY

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Curricular Group  
Admissions Chair

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Open House Coordinator

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Department-affiliated staff

**DIVERSITY INITIATIVE COORDINATOR**
Kiara Auzenne  
822-4962
Old Scripps Building  
Room 25
kauzenne@ucsd.edu  
MC 0210

Address issues relating to equity, diversity, and inclusion (EDI) among SIO students, faculty and staff

Admissions / Recruitment / Retention support

Solicit student input and feedback / Address Campus Climate issues

Recognize and support student activities & events relating to EDI Coordination community outreach and education events

Promote culture of inclusive excellence within SIO community

**DIRECTOR**
**ALUMNI RELATIONS**  
Jennie Van Meter  
534-3900
Old Scripps Building  
First Floor
jvanmeter@ucsd.edu  
MC 0330

Alumni Services:

Engagement Programs & Activities

Communications & Outreach

Campus & Regional Connections

Volunteer Development

Data Management & Reports

**Liaison to Campus Partners:**

Alumni & Community Engagement

UC San Diego Advancement