

# SSHA Department Support Services

[ssha.deptsupport@ucmerced.edu](mailto:ssha.deptsupport@ucmerced.edu)

# Mission Statement

- ▶ We actively partner with our department chairs and faculty as well as colleagues on campus to support the educational and research mission of the university. Our primary goal is to provide efficient and innovative support for communication and administrative activities while being adaptable to changing timelines and priorities.

# A Few Categories of Support

- ▶ Fielding questions from faculty, staff and department chairs and guiding them to the relevant resources
- ▶ Coordinating faculty meetings, curriculum meetings, grad program meetings, calendar invites, and generating meeting minutes
- ▶ Updating the departmental website and social media pages
- ▶ Facilitate voting during and after the department meetings
- ▶ Disseminating information on behalf of the chair to students and faculty
- ▶ Coordinating requests/parking request for guest speakers
- ▶ Assist with the curriculum and teaching preferences, delivery, IOR petition signatures, class scheduling, record-keeping, and enrollment figures
- ▶ Assist with the purchase and travel reimbursement requests
- ▶ Serve as a repository for institutional memory
- ▶ Events support services

# SSHA Events & Seminars

- ▶ In alignment with University priorities and mission, in the School of Social Sciences, Humanities and Arts (SSHA) we strive to provide excellent support for programs and events focused on educating students, featuring scholarship, building community, encouraging collaboration and generating visibility for the SSHA and UC Merced. The Events and Seminars office provides support in strategic guidance, event management, and logistical services for faculty-sponsored programs and events in SSHA.
- ▶ Check out our website:  
<https://ssha.ucmerced.edu/faculty-resources/events-seminars>



SSHA Seminars Email Account



Event Requests and Coordination (Conferences, Seminars, Course-Related Events, Campus-Wide Events, Special-Request Events)



Event Consultation (Policies, Best Practices, Budget, Risk Management)



SSHA Liaison to University Committees



EMS Room Reservations - Secondary Approver



# Virtual Event Support

- ▶ SSHA Seminars is here to support you with hosting your virtual event! We kindly ask for a two week notice in requesting support on our Virtual Event request form here: <https://ssha.ucmerced.edu/form/virtual-event-support-request-form>
- ▶ **Event Design Consultation**
  - ▶ Tools and Tips for hosting an engaging event
- ▶ **Advertisement**
  - ▶ Flyers
  - ▶ Online advertisement
- ▶ **Event Logistics**
  - ▶ Scheduling of meetings (upon special request)
  - ▶ Processing of payments for guest speakers

# Contact Us @ [ssha.deptsupport@ucmerced.edu](mailto:ssha.deptsupport@ucmerced.edu)

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