



Mission Statement

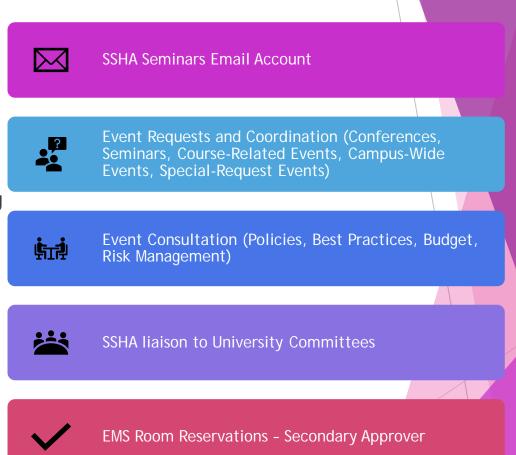
We actively partner with our department chairs and faculty as well as colleagues on campus to support the educational and research mission of the university. Our primary goal is to provide efficient and innovative support for communication and administrative activities while being adaptable to changing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



Event Host submits event support request through SSHA Events Website SSHA Event
staff reviews SSHA Event
event needs staff consult
and ensures with event host
event meets to design event
policy and logistics
budget

SSHA Event staff arrange event in consultation and communication with event host

Event takes place and SSHA Staff assist with after event processing

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

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For Events, please contact: ssha.seminars@ucmerced.edu