



SSHA DEPARTMENT SUPPORT SERVICES

ssha.deptsupport@ucmerced.edu

SSHA DEPARTMENT SUPPORT SERVICES

- Support services is comprised of three academic department specialists that support specific department chairs and faculty, an event coordinator and supervisor.
- We actively partner with our department chairs and faculty (among others) to support the educational and research mission of the university.
- We support department chairs and faculty through:
 - Administrative support (policy consultation, finance, HR, IT, facilities, etc.)
 - Communication support
 - Planning and logistical support
 - Work with transitioning new department chairs
 - Event support and consultation

DEPARTMENT SPECIALISTS

- Answer questions from department chairs, faculty, staff and guide them to relevant resources if needed.
- Coordinate and schedule faculty meetings, a variety of other department meetings; send calendar invites, create agendas and generate meeting minutes (with follow-up on action items).
- Update/maintain the academic department website and social media pages
- Facilitate voting for department business during meetings and occasions as needed
- Disseminate information on behalf of the chair to students and faculty as well as maintain current email lists
- Coordinate requests for guest speaker needs (ex. parking, room reservations, honorarium)
- Assist chairs with course scheduling and collecting teaching preferences, IOR petition signatures, record-keeping, syllabi collection and enrollment figures
- Assist with purchase and travel reimbursement requests by providing guidance or submitting to [CBS2](#) (Center for Business Services and Solutions) on behalf of others
- Consult with chairs and faculty on campus policies and procedures
- Serve as a repository for institutional memory/knowledge
- Event support

SSHA EVENT SUPPORT

SSHA Events & Seminars supports you in planning your event

Check out our website: <https://ssha.ucmerced.edu/faculty-resources/events-seminars>

- **Event Design Consultation**

We work with you, one-on-one to provide ideas, information and support to help you host an engaging event

- **Advertisement**

Create flyers - have them printed and distributed on campus
UCM Merced Events Calendar and other advertising as needed

- **Event Logistics**

Location reservations

Catering

Processing of honorarium payments for guest speakers

CONTACT US



Visit our web page at:

[SSHA Department Support Services](#)

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A&HS, CIS, HCRES, PSY