



NEW INSTRUCTOR ORIENTATION

SSHA Department Support Services

Fall 2023

Our Team



HEIDI GREEN

*Interim Department Support Lead &
Department Specialist*
EBM, POLI, SOC



STEPHANIE LOPEZ

Department Specialist
CIS, LLC, PH, PHIL



ERICKA GARCIA

*Events and Department Support
Coordinator*
GAMWS



JOCELYN DE LA TORRE

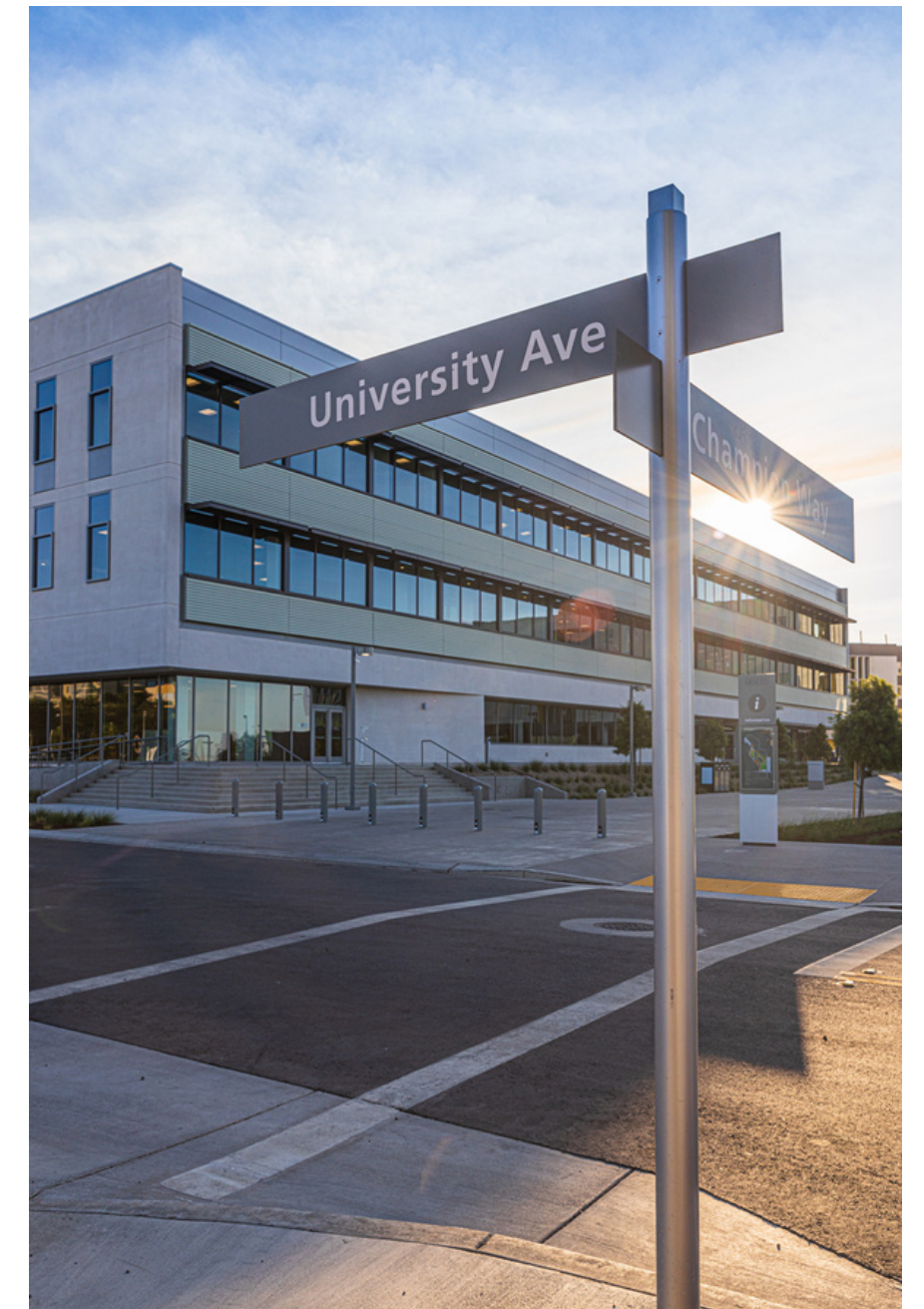
Department Specialist
AHS, HCRES, PSY



Our Website: <https://ssha.ucmerced.edu/faculty-resources/department-support-services>

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

What we do:

- Respond to questions from faculty, staff, and other business units. Provide feedback and guidance as well as direction to relevant resources.
- 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 other occasions as needed
- Assist with purchase and travel reimbursement requests by providing guidance or submitting to CBS2 (Center for Business Services and Solutions) on behalf of others



Department Specialists

What we do:

- Disseminate information on behalf of the chair to students and faculty, as well as maintain current email lists
- Assist chairs with course scheduling and collecting teaching preferences, IOR petition signatures, record-keeping, syllabi collection and enrollment figures
- Monitor/track and research department expenditures
- Serve as archivists for departmental records
- Coordinate requests for guest speaker needs (ex. parking, room reservations, honorarium)
- Consult with chairs and faculty on campus policies and procedures
- Event support
- And more...



SSHA Event Support

- SSHA Events & Seminars supports you in planning your event
- Check out our website: <https://ssha.ucmerced.edu/faculty-resources/eventsseminars>
- 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
 - Travel
 - Catering
 - Processing of honorarium payments for guest speakers

first.
further.
forward.



Contact Us

Heidi Green

Interim Department Support Lead &
Department Specialist
EBM, POLI, SOC
hgreen2@ucmerced.edu

Ericka Garcia

Events and Department Support
Coordinator
GAMWS
egarcia225@ucmeced.edu

Stephanie Lopez

Department Specialist
CIS, LLC, PH, PHIL
slopez146@ucmerced.edu

Jocelyn De La Torre

Department Specialist
AHS, HCRES, PSY
jdelatorre27@ucmerced.edu

ssha.deptsupport@ucmerced.edu



A close-up photograph of pink cherry blossoms in full bloom. The flowers are delicate with five petals and prominent stamens. The background is softly blurred, showing more branches and blossoms, creating a sense of depth. The lighting is bright and natural, highlighting the soft pink hues of the petals.

Questions?