

# CLASSIFIED SPOTLIGHT

Name: Rosa Mejia

Department: Business Services

Position: Administrative Technician

Email: rmejia@sdccd.edu



## **What does your department do?**

Business Services is the behind the scenes to ensure faculty, staff and students have the tools and services needed to run smoothly and be successful which includes ordering supplies, equipment, services and software, processing revolving cash reimbursements, and processing travel and conference. Our office follows-up from the start to end to ensure requests are processed for departments and vendors are paid for the supplies or services provided. Business Services also provides budget support to supervisors, managers and deans for GFU funds, Grants and Contracts, and Co-Curricular to ensure there is enough funding available, funding deadlines are met and reports are submitted.

## **What do you do?**

I process requisitions for faculty and staff, follow-up with departments/ vendors regarding order and payment status, process Co-Curricular Revolving Cash Reimbursements. I also provide budget managers monthly reports on their grants and funds and ensure they are correct and inform them regarding their available budget and allocations.

## **Common issues you help students/staff with?**

Staff will come to submit their requisition requests and/or follow-up on their status to see when items are coming in or where in the process their request is at. Vendors will also come to us to check on purchase orders and payment information.

## **What do you like best about your job?**

We all work together to ensure students are successful in their educational career path and provide them with the tools and support needed. Currently, many students are struggling to continue their education due to COVID-19 and various departments are working together to ensure students have the technology, basic needs and well-being needed to continue.



## **Fun Facts:**

I love cooking, baking, and spending time with my family

