

CLASSIFIED SPOTLIGHT

Name: Suzy Murillo

Department: Allied Health (School of Health Sciences & Public Service)

Position: Administrative Assistant III

Email: amurillo001@sdccd.edu



What does your department do?

My school oversees Dental Assisting, Medical Assisting, Physical Therapist Assistant, Radiologic Technology, Veterinary technology, Nutrition, American Sign Language, Health Information Technology, and Child Development.

What do you do?

I am responsible for the coordination of Perkins V, a federal grant of approximately \$500,000 per fiscal year. These are funds to be utilized in the procurement of equipment for Mesa College for those CTE programs that applied for Perkins funds. I also provide support with the coordination of industry advisory committee meetings.

Common issues you help students/staff with?

I assist Program Leads with Perkins questions in terms of the equipment they requested, whether it has been ordered, approved, received, or paid. Faculty also reach out for questions regarding application deadlines, allowable costs, quarterly report, final reports, and budget balances.

What do you like best about your job?

What I like the best about my job is knowing the end result. For example, seeing a \$120,000 Dlls. X-Ray machine being delivered and put to use in our Radiologic Technology program. This purchase is beneficial for our students to be trained with the most current industry standard equipment; needless to say this will put them ahead of the game when it comes to job searching.

I am proud to work at Mesa College because I get to be part of a very successful team of highly competitive professionals. We have great educational programs and each of them are the best at what they do.

Fun Facts:

I was in the employment field for more than 10 years, started as case manager, promoted to job developer, then to program manager of employment programs for foster youth, section 8 recipients, and homeless population. I am also a hair stylist!