

# Mauricio Alexander Benitez

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Work:  
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## Education

**University of Houston-Downtown**

**Houston, TX**

B.S. in Psychology

Additional Training in: Research Grant Management, Research Compliance, Research Accounting, Industrial Psychology, Human Resource Management, and Business Management.

## Work Experience

**2016 – Present**      **Rice University, Wiess School of Natural Sciences**      **Houston, TX**  
**Director of Finance and Operations**

As the Director of Finance and Operations, I am part of the senior leadership team of the School of Natural Sciences, the HR administrator for the School, and serve as its chief financial and operations officer. Responsibilities include administration of staff human resources including the performance management process, the administrative portion of research staff and administrative staff hiring; development of the annual budget in collaboration with other senior staff members; oversight of the budget and reporting; serve as a liaison to various units and departments within the university; and general oversight of operations in collaboration with other senior staff members within the School of Natural Sciences.

**2013 – 2016**      **Rice University, Department of Chemistry**      **Houston, TX**  
**Executive Administrator**

Serve as chief business and financial officer for the Department of Chemistry; Prepare long-range planning, budgeting and professional development of department to Department Chair; Plan, develop, manage and monitor all departmental budgets; track adherence to budgets and make recommendations for changes as needed; Oversee all grant and research administration activities for the department including oversight of grant proposal preparation or grant projections; Oversee the faculty effort reporting and University purchasing card reconciliation; Apply department and university policies regarding the use of research and restricted funds and ensure compliance with these policies; Direct and supervise the departmental support staff. Initiate and carry out all supervisor duties for direct reports including recruitment, hiring, workload management, performance management, goal development, job description changes, terminations, salary changes, etc.; Manage faculty recruitment, appointment, reappointment, promotion, and tenure processes.

**2008 – 2012**      **Rice University, Department of Chemistry**      **Houston, TX**

## **Sr. Department Administrator**

- Prepare long-range planning, budgeting and professional development of department to Department Chair.
- Plan, develop, manage and monitor all departmental budgets; track adherence to budgets and make recommendations for changes as needed.
- Maintain and manage accurate financial records for the chemistry department including endowed, gift and designated funds. Responsible for approving financial statements related to research funds
- Oversee all grant and research administration activities for the department including oversight of grant proposal preparation or grant projections. Oversee the faculty effort reporting and University purchasing card reconciliation. Apply department and university policies regarding the use of research and restricted funds and ensure compliance with these policies.
- Direct and supervise the departmental support staff. Initiate and carry out all supervisor duties for direct reports including recruitment, hiring, workload management, performance management, goal development, job description changes, terminations, salary changes, etc.
- Propose and implement changes to staff job descriptions and salaries, oversee staff recruitment activities, and coordinate training and professional development for all department staff members. Ensure that all procedure manuals for support staff are maintained and updated regularly. Approve payroll actions for faculty, staff and students.
- Manage faculty recruitment, appointment, reappointment, promotion, and tenure processes.
- Oversee and direct staff in all personnel processes for department students, faculty, and staff including recruitment, promotions, salary changes, international processes, (visa, perm cert), annual increases, and terminations.

## **2003 – 2008                  Rice University, Department of Bioengineering                  Houston, TX Department Administrator**

- Prepare long-range planning, budgeting and professional development of department to Department Chair.
- Oversee all departmental accounts, run monthly audits of accounts and resolve issues accordingly
- Monitor departmental budget and prepare expenditure projections for long-range planning
- Monitor budgets on research grants and prepare expenditure projections for faculty
- Supervise departmental staff including a Research Accountant, Department Coordinator, Accounting Assistant II, Staff and Office Assistant
- Manage and oversee all research funds, discretionary and gift funds for the department
- Oversee and approve all financial transactions including departmental transfers, payroll authorizations, purchasing card reallocations, etc.
- Ensure research expenditures are in compliance with agency guidelines and university policies

- Prepare budget and proposal forms for faculty for different agencies including but not limited to National Institute of Health (NIH), National Science Foundation (NSF), Department of Defense (DOD), Welch foundation, American Heart Association
- Submit grant proposals using Grants.gov and NSF Fastlane
- Oversee over 25 purchasing cards tied with departmental and research funds
- Work with faculty in preparing quarterly and annual financial reports to funding agencies
- Review and monitor all subcontract invoicing
- Work with research accounting and sponsored research on new grant setup and budget preparation
- Oversee departmental licenses to assure they are renewed on a yearly basis
- Resolve problems that may occur with funding agencies (expenditures and receipt of funds)
- Manage and execute faculty dossiers for promotion and reappointments
- Manage space survey for research reporting and overhead negotiation
- Manage and execute salary reimbursement agreements with other universities
- Manage effort reporting for faculty, staff and graduate students
- Process new hire paperwork for faculty and staff in accordance with university guidelines.
- Organize and oversee departmental symposia, graduate student recruitment, site visits and all other major events

**2001 - 2003                      Rice University, Department of Bioengineering                      Houston, TX**  
**Department Coordinator**

- Responsible for reviewing, drafting and submitting Personnel Action Forms for Graduate Students in the department
- Assist in overseeing the budget for graduate student stipends, including but not limited to 15 different grants totaling more than one million dollars annually. Creating reports for faculty using Excel and/or FileMaker Pro.
- Working with Office of International Students and Scholars to assist incoming graduate students with Visa petitions. Collecting required information for I-20 documentation required for the Department of Homeland Security
- Processing student I-9 forms
- Manage all record keeping for more than seventy students which include, grade reports, student's progress reports, petition for candidacy, registration forms, fellowship applications, immigration status reports and documents etc.
- Maintain graduate student database keeping it current for daily use
- Assisting with Staff Personnel Action forms including processing paperwork for complimentary employees
- Coordinate all class room and conference room requests for faculty and students
- Coordinate listing of all job descriptions with Financial Aid for office assistant positions each semester
- Interviewing, hiring and supervising office assistants
- Collecting and processing undergraduate payroll authorization forms and submitting timesheets

- Serve as Graduate Program Coordinator by receiving and processing graduate applications, creating files and reports for Admissions Committee, maintaining applicant database, drafting and sending correspondence to applicants and more
- Processing of accounts payable for application fees and issuing receipts and/or invoices.
- Coordinate graduate recruiting weekend which includes making travel arrangements, scheduling events, scheduling faculty meetings, processing reimbursement to students and guests using online travel and entertainment BANNER forms
- Assist the Academic Affairs Committee in advising and providing information to students regarding graduate admissions in Bioengineering by phone and/or walk-ins
- Manage and organize BIOE Corporate Affiliates Program (BIOE CAP) which includes, creating a web page, sending out invitations and correspondence to participants, creating a CV book and creating an abstract database

**1993 - 2001**

**Rice University, Human Resources**

**Houston, TX**

Human Resources Representative

- Review all incoming Personnel Action forms for completeness and errors
- Serve as back up HR Records coordinator by auditing, coding and completing data entry for all new hires, employee changes, terminations etc.
- Working with Payroll to meet deadlines in processing paperwork for semi-monthly and biweekly employees
- Supervise Office Assistant to assure policy and procedure questions are answered accurately
- Assisting new employees with new hire paperwork (I9, W4, Personal Data forms etc.)
- Calculating, Maintaining and Auditing Time and Attendance records for 1900 employees
- Developing and Maintaining department's web pages
- Verification of employment both by telephone and written
- Creating and/or enhancing Time and Attendance forms using macros in Excel
- Maintaining a database for all new hires to be reported to Texas New Hire

### **Computer Skills**

- PC and Macintosh computers
- Experience using BANNER and Web Application forms for Accounting
- Experience with Electronic Research Administration databases (e.g. CAYUSE)
- Microsoft Windows environment including but not limited to Excel, Microsoft Word, Outlook and PowerPoint
- Grants.gov Software for NIH proposal submission.
- Experience with NSF Fastlane.
- Experience with Web based databases (creating & maintaining)
- FileMaker Pro.
- Web editing software, including WYSIWIG editors, Micro Media DreamWeaver,
- Image scanning software and hardware
- Adobe Design Creative Suite, PhotoShop, Micro Media FireWorks software
- Hyper Text Markup Language (HTML)
- File Transfer Protocol (FTP) and FETCH

## **Memberships and Affiliations**

- National Council of University Research Administrators (NCURA) - member
- Professional Society for Research Administrators (SRA) - member

## **Committees**

- Visitor Portal Committee: 2016 - 2017
- Careers@Rice Steering Committee: 2015 - Present
- Electronic Research Administration Committee: 2009 – 2014
- BANNER / Excel Training committee: 2013 - 2014
- WebApps Expense Projection Task Force: 2009 – 2011
- Graduate Tracking Committee (GRADTRAK): 2009 - 2010
- University Council (Rice University, member): 2006 – 2008

## **Achievements / Awards**

- 2013 – Rice University Board of Trustees Recognition Award
- 2012 – Rice University Centennial Award
- Completed T.E.A.M.S. (Training Enables a Manager's Success)

## **Languages**

Spanish (speaking, reading and writing)

## **References**

Available upon request.