

FACULTY/ADMINISTRATIVE SUPPORT (effective 01/23/2023)

Duties include, but not limited to:

- purchases using PCards/requisitions
- travel arrangements/authorizations/reimbursements
- financial/administrative transactions
- distribution lists/records/reports/spreadsheets
- program and event coordination (i.e. Colloquium Lecture Series, conference room scheduling, meetings, seminars, workshops, special presentations)
- maintenance of faculty CV's/bio's, faculty web page, assists with data entry of faculty annual evaluation in UAVitae, calendaring activity, general correspondence and assists with typeset and format of manuscripts, book chapters, abstracts & journal submissions
- support coursework/classroom material (i.e. type from draft form class notes, problem sets, exams, equations, distribute and collect coursework)
- may assist with administrative component of grant proposals (i.e. typeset proposal)
- some budget and account management activity
- other duties as assigned

Members of the Admin Team are cross-trained to provide coverage to all faculty in the absence of their assigned Administrative Associate.

BAUTISTA, VICTORIA / 626-7080 / Rm 642

- Brian Anderson
- Rolf Binder
- David Brady
- Euan McLeod
- Stanley Pau
- Judy Su
- Yuzuru Takashima
- Remote Sensing Unit (Nikolaus Anderson, Stuart Bigger, Jeffrey Czaplá-Myers, Rob Kingston)

Colloquium Coordinator: *Rotation*

[Emeritus Faculty](#)

Eustace Dereniak, Richard Powell

ANNA MARIE GARCIA / 621-1925 / Rm 642

- Poul Jessen
- Jason Jones
- Daewook Kim
- Matthew Kupinski
- Masud Mansuripur
- Leilei Peng
- Dalziel Wilson
- Ewan Wright

Colloquium Coordinator: *Lead*

[Emeritus Faculty](#)

Roy Frieden

EMILY DAVIS / 626-3672 / Rm 719

- Ron Driggers
- Linran Fan
- Lars Furenlid
- Hong Hua
- Meredith Kupinski
- Dongkyun Kang
- Jim Schwiegerling

Immigration Services (*backup to Rachel Lyman*)

Colloquium Coordinator: *Rotation*

[Emeritus Faculty](#)

Jim Burge, Russell Chipman (Emeritus in process) Bob Shannon, Bill Wolfe

NATHAN MARTINEZ / 626-9673 / Rm 719

- Brandon Chalifoux
- Khanh Kieu
- Ron Liang
- Jose Sasian

Colloquium Coordinator: *Rotation*

STACY MARQUARDT / 621-8129 / Rm 542

- Amit Ashok
- Matt Eichenfield
- Mahmoud Fallahi
- Miroslav Kolesik
- Jerome Moloney
- Pavel Polynkin
- Florian Willomitzer

Colloquium Coordination: *Rotation*

[Emeritus Faculty](#)

Charlie Falco, Michael Hart

RACHEL LYMAN / 621-5788 / Rm 704

- Justin Walker, Associate Dean
- Tom Milster
- Travis Sawyer
- Dean's Office
 - Backup: *Triage Dean's Office Inquiries/Dean's calendar*
 - Triage college telephone line 621-6997/621-4000
 - Administrator's travel and financial transaction mgmt.
 - OSC Conf. Room Coord/Reservation mgmt.
 - Special Events
- OSC Key Desk
- Immigration Services (J1/H1B)

Colloquium Coordinator: *Rotation*

ADMIN SUPPORT TO OTHER UNITS

[Melissa Griffiths 626-4326](#)

Development

[Lyann Lau](#)

Saikat Guha

[Linda Schadler 621-5821](#)

Robert Norwood
Nasser Peyghambarian

[Carol Van Hoesen 621-2005](#)

Optics Shop

Carol Altizer, Admin Support Manager, 626-6959