

## FACULTY/ADMINISTRATIVE SUPPORT (effective 12/12/2024)

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 Faculty Portfolio, 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: 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.*

### **JULISSA ALVAREZ / 626-3672 / Rm 541**

- Ron Driggers
- Lars Furenlid
- Hong Hua
- Dongkyun (DK) Kang
- Tom Milster
- Travis Sawyer
- Kanupriya (Kanu) Sinha

Lead Colloquium Coordinator for 2024-2025 Series

[Emeritus Faculty](#)

Jim Burge, Russell Chipman, Bob Shannon, Bill Wolfe

### **VICTORIA BAUTISTA / 626-7080 / Rm 642**

- Brian Anderson
- Rolf Binder
- Daewook Kim (LOFT Group)
- Masud Mansuripur
- Euan McLeod
- Stanley Pau
- Judy Su
- Yuzuru Takashima
- Remote Sensing Unit (Nik Anderson, Charles Burkhart, Matthew Mavko, Jeffrey Czapla-Myers, Rob Kingston)

Colloquium Coordinator: *Rotation*

[Emeritus Faculty](#)

Eustace Dereniak, Richard Powell

### **LISA KONDRAT / 621-5788 / Rm 704**

- Justin Walker, Associate Dean
- Yeran Bai
- Meredith Kupinski
- Dean's Office
  - Backup: Triage Dean's Office Inquiries
  - Triage college telephone line 621-6997/621-4000
    - Administrator's travel and financial transaction mgmt.
    - Special Events
- Immigration Services (J1/H1B)
- Key Management

Conference Rooms, (Backup to Jessica)

Colloquium Coordinator: *Rotation*

### **RACHEL LYMAN / 626-3672 / GCRB 047**

- Felipe Guzman

Conference Rooms, (Backup to Jessica)

Immigration Services, J1/H1B (Backup to Lisa)

Key Management, (Backup to Lisa)

Colloquium Coordinator: *Rotation*

**Carol Altizer, Admin Support Manager, 626-6959, Rm 702**

### **NATHAN MARTINEZ / 626-9673 / Rm 541**

- Brandon Chalifoux
- Mohamed Elkabbash
- Khanh Kieu
- Ron Liang
- Bob Norwood
- José Sasián
- Kyle Seyler
- Photonics Group (Yushi Kaneda, Xiushan Zhu, Elena Temyanko, Viktor Dubrovin)

Colloquium Coordinator for 2024-2025 Series

### **NICKTE SAENZ / 621-1925 / Rm 719**

- David Brady
- Poul Jessen
- Cris Panda
- Leilei Peng
- Daniel Soh
- Dalziel Wilson
- Weimin Zhou

Colloquium Coordinator for 2024-2025 Series

[Emeritus Faculty](#)

Roy Frieden, Nasser Peyghambarian

### **JESSICA VIVAS / 626-2941 / Rm 542**

- Amit Ashok
- Mahmoud Fallahi
- Jason Jones
- Miroslav Kolesik
- Matthew Kupinski
- Jerome Moloney
- Pavel Polynkin
- Florian Willomitzer
- Ewan Wright

Conference Room Coordinator (Primary Contact)

Colloquium Coordination: *Rotation*

[Emeritus Faculty](#)

Charlie Falco, Michael Hart

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### **ADMIN SUPPORT TO OTHER UNITS**

**BECKY FONTAINE, 626-4326**

Academic Program & Development

**STACY MARQUARDT, 621-8129**

Matt Eichenfield

**CAROL VAN HOESEN, 621-2005**

Optics Shop