

2019-20 FACULTY/ADMINISTRATIVE SUPPORT TEAM (rev. 12/2018)

General Responsibilities – Administrative Team provides support to TE/T Professors and administrative units of the College of Optical Sciences. Duties include but not limited to academia/research/service activity; equipment and office purchase orders, travel arrangements/authorizations/reimbursements, online data entry/database management; Financial/Administrative transactions; maintenance of constituent records/distribution lists/records/reports/spreadsheets; program & event coordination (i.e. *Colloquium Lecture Series, Conference Room Schedule, 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; minimal support with coursework/classroom material (i.e. *type from draft form class notes, problem sets, exams, equations; distribute and collect coursework*); conduct library/internet searches; may assist with administrative component of grant proposals (i.e. *typeset proposal*); minimal budget and account management activity. Other duties as assigned.

- Administrative Team is cross-trained to provide coverage to all faculty as needed in absence of assigned admin
- Workload for admin supporting a Division/Unit/Program is weighted at a faculty equivalency ratio (i.e. *Visa support = 1 fulltime TE/T professor*)
- Assistance to academic faculty's Research Team is limited to: Purchase Orders, P-card activity, Travel arrangements & reimbursement, FedEx shipments.
- Colloquium Lecture Series : (rotation 1-2 years/per admin)

Workload is weighted and redistributed annually based on level of responsibility, volume of work and skill set.

ANNA MARIE GARCIA / 621-1925 / Rm 642

- Amit Ashok
- Harry Barrett (.50 FTE)
- Lars Furenlid (.30 FTE)
- Jason Jones
- Khanh Kieu
- Matthew Kupinski
- Masud Mansuripur
- Leilei Peng
- Dalziel Wilson
- Ewan Wright

Colloquium Coord.: *Rotation 2021-2023*

Emeritus Faculty

Steve Jacobs, Roy Frieden

CINDY GARDNER / 621-3035 / Rm 719

- Russell Chipman
- John Greivenkamp
- Hong Hua
- Poul Jessen
- Dae Wook Kim
- Ron Liang
- Jose Sasian
- Jim Schwiegerling

Colloquium Coord: *Rotation 2022-2024*

Emeritus Faculty

Jim Burge, Jack Gaskill, Bob Shannon, Bill Wolfe

LACEY SINGH / 621-8129 / Rm 542 (.50 FTE)

- Miroslav Kolesik
- Jerome Moloney (.50 FTE)
- Dongkyun Kang (.50 FTE)
- *New Faculty 2019-2021 (#1)*
 - *Backup: J1 Visa Coord.*
 - *Backup Colloquium Coord. 2019 -2025*

Emeritus Faculty

Charlie Falco

KRISTIN STONE /621-5788/ Rm 704

- Jon Ellis
- Felipe Guzman
- Tom Milster
- *New Faculty 2019-21 (#2)*
- Dean's Office
 - Calendaring & meeting arrangements: Administrators
 - Colloquium Lecture Series Coord.: *Rotation 2019-2021*
 - OSC Conf. Room Reservations
 - OSC Employee Photo Board
 - OSC Events Calendar
 - Special Events (i.e. Holiday/Staff Recognition Luncheon)
 - UAVitae
 - (Temporary Hold) Merchandise Store & Inventory

JESSIE WERTMAN / 626-7080 / Rm 642

- Brian Anderson
- Rolf Binder
- Linran Fan
- Michael Hart
- Euan McLeod
- Stanley Pau
- Judith Su (.50 FTE)
- Yuzuru Takashima
- Remote Sensing Unit
- Saikat Guha (B. Moreno primary admin support)

Colloquium Coord.: *Rotation 2020-2022*

Emeritus Faculty

Eustace Dereniak, Arvind Marathay, Richard Powell, Phil Slater

LUZ PALOMAREZ / 626-6959 / luz@optics.arizona.edu

Sp. Assistant to the Dean/Manager Administrative Staff

rev. Dec. 2018