**General Responsibilities – Administrative Associate** – Support to TE/T Professors and/or 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, data entry/database management and online entry of financial and administrative documents; maintain constituent/distribution lists/records/reports/spreadsheets; coordinate programs & events (i.e. Colloquium Lecture Series, meetings, seminars, workshops, special presentations); update faculty cv’s/bio’s, faculty web page, assist with data entry of annual evaluation in UAVitae; calendaring activity; general correspondence and assist with typeset and format of manuscripts, book chapters, abstracts & journal submissions; minimal support associated with course work/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.

- Supporting a Division/Unit/Program is comparable to assisting (1-3) fulltime TE/T professor (weighted by supervisor)
- Administrative support to TE/T Professor’s research team is limited to: purchase orders, travel arrangements/reimbursement.
- Administrative team is cross-trained to provide backup coverage
- Coordinator Colloquium Lecture Series: (rotation 1-2 years per admin)

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

---

**MICHALLE BRYAN / 621-5788 / Rm 704**
- Development Office (.50 FTE)
  - Kaye Rowan
- Faculty Support (.40 FTE)
  - Dongyun Kang (.50 FTE)
  - Tom Milster
  - New Faculty 2018-19 (1)
- Dean’s Office/Communications Unit (.10 FTE)
  - Amee Hennig/Luz Palomarez
  - OSC Events Calendar
  - OSC Employee Photo Board
  - OSC Merchandising & Sales

---

**CINDY GARDNER / 621-3035 / Rm 719**
- Russell Chipman
- Jonathan Ellis
- John Greivenkamp
- Hong Hua
- Poul Jessen
- Dae Wook Kim
- Matt Kupinski
- Ron Liang
- Jose Sasian
- Jim Schwiegerling

---

**VACANT POSTION TBA / 626-4326 / Rm 542**

---

**BRIANNA MORENO / 626-7080 / Rm 642**
- Brian Anderson
- Rolf Binder
- Saikat Guha
- Michael Hart
- Stanley Pau
- Yuzuru Takashima
- Remote Sensing Unit
- New Faculty 2018-19 (1)

---

**SUSAN NARES / 621-1925 / Rm 642**
- Amit Ashok
- Harry Barrett (.50 FTE)
- Milorad Cvijetic
- Jason Jones
- Khanh Kieu
- Masud Mansuripur
- Leilei Peng
- Ewan Wright
- New Faculty 2018-19 (1)
- OSC Conference Room Reservation Coord.

---

**LACEY SINGH / 621-8129 / Rm 542 (.50 FTE)**
- Charlie Falco
- Miroslav Kolesik
- Euan McLeod
- Jerome Moloney
- Judith Su (.50 FTE)
- New Faculty 2019-20 (1)

---

**LUZ PALOMAREZ / 626-6959 / luz@optics.arizona.edu**
Sp. Assistant to the Dean/Manager Administrative Staff  
rev. Dec. 12, 2017