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: assistance with academia/research/service activity; equipment and office supply purchases, travel arrangements/authorizations/reimbursements, data entry/database management and on-line entry of financial and administrative documents; maintain constituent/distribution lists/records; reports and spreadsheets as requested; coordinate programs/events (i.e. Colloquium Lecture Series, meetings, seminars, workshops, special presentations); calendaring (i.e. faculty meetings, room reservations, itineraries, etc.), compose general correspondence and assist with type set and format of manuscripts, book chapters, abstracts & journal submissions; update cv’s/bio’s and faculty web page; minimal support with typeset of coursework/classroom material (i.e. type from draft form class notes, problem sets, exams, equations; as requested distribute and collect coursework); conduct library/internet searches; assist with administrative component of grant proposals and reports (i.e. type, format), minimal budget and account management activity; file, copy, scan, fax and distribute mail/mass mailings. Other duties as assigned within scope of Administrative Associate classification.

- Supporting a unit is equivalent to level of responsibility and duties in supporting a TE/T fulltime professor
- Support to a TE/T Professor’s research team is limited to: purchase orders, travel arrangements/reimbursement.
- Administrative team is cross-trained to provide backup coverage
- Colloquium Lecture Series Coordinator rotates to admin assigned to faculty appointed as Colloq. Cmte Chair (rotation 1-2 years)

Faculty-Unit/Admin ratio is weighted and redistributed annually based on level of responsibility, volume of work and skill set needs.

MICHIELLE BRYAN / 621-5788 / Rm 704
- Development Office (.50 FTE)
  - Kaye Rowan
- Dean’s Office/Communications Unit (.50 FTE)
  - Graeme Hunt/Luz Palomarez
- OSC Merchandising & Sales
- OSC Events Calendar
- OSC Employee Photo Board
- New Faculty 2017-18 (1)

CINDY GARDNER / 621-3035 / Rm 719
- Russell Chipman
- John Greivenkamp
- Hong Hua
- Poul Jessen
- Dae Wook Kim
- Matt Kupinski
- Ron Liang
- Jose Sasian
- Jim Schwiegerling
- New Faculty 2017-18 (1)

Emeritus Faculty
Nico Bloembergen (Lacey - backup)
Jim Burge
Roy Frieden
Jack Gaskill
Bob Shannon
Bill Wolfe

BRIANNA MORENO / 626-7080 / Rm 642
- Brian Anderson
- Rolf Binder
- Michael Hart
- Stanley Pau
- Yuzuru Takashima
- Remote Sensing Unit
- New Faculty 2017-18 (2)

Emeritus Faculty
Eustace Dereniak
Arvind Mararathy
Richard Powell
Phil Slater

LUZ PALOMAREZ / 626-6959 / luz@optics.arizona.edu
Sp. Assistant to the Dean/Manager Administrative Staff  rev. May 15, 2017