2015-16 FACULTY/ADMINISTRATIVE SUPPORT TEAM

General Responsibilities – Administrative Associate
The administrative team is available to provide support to Academic Professors and/or administrative units of the College of Optical Sciences. Duties include, but not limited to the following: assist administrative unit or faculty (tenure/tenure eligible) 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; typeset 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.

- Admin supporting a unit is equivalent in level of responsibility and duties as admin supporting faculty, difference being report structure.
- Limited assistance to faculty’s research team with purchase orders and travel arrangements/reimbursements - as deemed appropriate by Professor and Manager.
- Administrative team is cross-trained to provide backup coverage for one another as necessary.
- + Colloquium Lecture Series Coordinator rotates to admin supporting faculty assigned as 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.

MICHELLE BRYAN / 621-5788 / Rm 719
- Development Office (.50 FTE)
  - Kaye Rowan
  - OSC Merchandising & Sakes
- Communications Unit (.50 FTE)
  - Graeme Hunt
  - OSC Events Calendar

CINDY GARDNER / 621-3035 / Rm 719
- Jim Burge (.50 FTE)
- Russell Chipman
- John Greivenkamp
- Hong Hua
- Poul Jessen
- Daewook Kim
- Matt Kupinski
- Ron Liang
- Jose Sasian
- Jim Schwiegerling

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

SUZAN NARES / 621-1925 / Rm 642
- Amit Ashok
- Harry Barrett (.50 FTE)
- Milorad Cvijetic
- Jason Jones
- Khanh Kieu
- Masud Mansuripur
- Leilei Peng
- Ewan Wright

Emeritus Faculty
- Steve Jacobs*

LACEY SINGH / 621-8129 / Rm 542 (.50 FTE)
- Charlie Falco
- Miroslav Kolesik
- Jerome Moloney
- Admin Floater
- New Faculty 2016-17

Emeritus Faculty
- Nico Bloembergen (Cindy’s backup)

Backup Only: Visas

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

Emeritus Faculty
- Eustace Derenlack
- Arvind Marahay*
- Richard Powell*
- Phil Slater*

LUZ VALENZUELA / 626-4326 / Rm 542
- Euan McLeod
- Tom Milster
- New Faculty 2016-17
- Dean’s Office
  - Justin Walker
  - Luz Palomarez
  - OSC Conference Room Reservations
  - + Colloquium Coord.

Backup Only: Deans Calendar/Travel, Visas, Development Office

LUZ PALOMAREZ / 626-6959 / luz@optics.arizona.edu
Sp. Assistant to the Dean/Manager Administrative Staff
Emeritus Faculty*

rev. 04/21/16