

FACULTY/ADMINISTRATIVE SUPPORT (effective 04/01/2024)

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.

NICKTE SAENZ (Temporary for Victoria)

VICTORIA BAUTISTA / 626-7080 / Rm 642

- Brian Anderson
- Rolf Binder
- Daewook Kim
- Euan McLeod
- Stanley Pau
- Judy Su
- Yuzuru Takashima
- Remote Sensing Unit (Nik Anderson, Stuart Bigger, Charles Burkhart, Jeffrey Czaplá-Myers, Rob Kingston)

Colloquium Coordinator for 2023-2024 Series

[Emeritus Faculty](#)

Eustace Dereniak, Richard Powell

DANITZA GARCIA / 621-1925 / Rm 642

- David Brady
- Felipe Guzman
- Poul Jessen
- Masud Mansuripur
- Leilei Peng
- Daniel Soh
- Dalziel Wilson

Colloquium Coordination: *Rotation*

[Emeritus Faculty](#)

Roy Frieden, Nasser Peyghambarian

JULISSA ALVAREZ / 626-3672 / Rm 541

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

Colloquium Coordinator for 2023-2024 Series

[Emeritus Faculty](#)

Jim Burge, Russell Chipman, Bob Shannon, Bill Wolfe

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, Erol Ozgur, Elena Temyanko, Viktor Dubrovin)

Colloquium Coordinator for 2023-2024 Series

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

RACHEL LYMAN / 621-5788 / Rm 704

- Justin Walker, Associate Dean
- 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 Coordinator

Conference Rooms (Backup to Jessica)

Colloquium Coordinator: *Rotation*

ADMIN SUPPORT TO OTHER UNITS

[Becky Fontaine, 626-4326](#)

Kaye Rowan, Development

[Lyann Lau, 626-9871](#)

Saikat Guha, Professor

[Stacy Marquardt, 621-8129](#)

Matt Eichenfield, Professor

[Carol Van Hoesen 621-2005](#)

Optics Shop

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