

2021 FACULTY/ADMINISTRATIVE SUPPORT TEAM (effec. 09/08/2021)

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 = 2 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) (equal to 1 fulltime TE/T prof).

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
- Brandon Chalifoux
- Lars Furenlid (.30 FTE)
- Poul Jessen
- Jason Jones
- Khanh Kieu
- Daewook Kim
- Matthew Kupinski
- Masud Mansuripur
- Leilei Peng
- Dalziel Wilson
- Ewan Wright
- *NEW FACULTY 2021-25 (assign add'l #2)*
- Colloquium Lecture Series Coord. Lead & Co-lead

Temp. unit assistant: Accounting

Emeritus Faculty

Roy Frieden

NEW ADMIN / 626-3672 / Rm 719

- Russell Chipman (Meredith Kupinski)
- Ron Driggers
- John Greivenkamp – Retiring 1/2/2022
- Hong Hua
- Ron Liang
- Jose Sasian
- Judith Su
- Dongkyun Kang (.50 FTE)
- Jim Schwiegerling
- *NEW FACULTY 2021-25 (assign add'l #3-4)*

Colloquium Coord: Rotation

Emeritus Faculty

Jim Burge, Jack Gaskill, Bob Shannon, Bill Wolfe

ADMIN SUPPORT BY ANOTHER UNIT

Linda Schadler 621-5821 (partially college funded= admin support to #2-3 TE/T fac.)

- Robert Norwood
- Nasser Peyghambarian

Brianna Moreno 621-4842

- Saikat Guha/CQN Team

Carol Van Hoesen 621-2005

- Optics Shop

Melissa Griffiths 626-4326

- Development

BAUTISTA, VICTORIA PICAZZO / 626-7080 / Rm 642

- Brian Anderson
- Rolf Binder (Equation Typesetting)
- David Brady
- Linran Fan
- Michael Hart – Retiring 10/2021
- Euan McLeod
- Stanley Pau
- Yuzuru Takashima
- Remote Sensing Unit (Nikolaus Anderson, Stuart Bigger)
- *NEW FACULTY 2021-25 (assign add'l #2-3)*

Colloquium Coord.: Rotation

Emeritus Faculty

Eustace Dereniak, Arvind Marathay, Richard Powell, Phil Slater

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

- Miroslav Kolesik
- Jerome Moloney (.50FTE)
- Pavel Polynkin
- Immigration Services (J1/H1/PR)
 - *Backup: Colloquium Coord. 2019-2025*
 - *NEW FACULTY 2021-25 (assign add'l #2-3)*

Emeritus Faculty

Charlie Falco

RACHEL LYMAN / 621-5788/ Rm 704

- Mahmoud Fallahi
- Tom Milster (*Sabbatical Spring 2021*)
- Travis Sawyer (*NEW 8/2021*) .50FTE OSC/Biomed Optics
- *NEW FACULTY 2021-25 (assign add'l #3)*
- Dean's Office Asst.
 - Assoc. Dean's calendaring & meeting coordination
 - *Backup: Triage Dean's Office Inquiries/Dean's calendar*
 - Triage college telephone line 621-6997/621-4000
 - Administrator's travel and financial transaction mgmt
 - OSC Conf. Room Coord/Reservation mgmt
 - OSC Employee Photo Board
 - OSC Events Calendar
 - Special Events (i.e. Holiday & Staff Recog. Luncheon, assist dean's asst. w/Regional Mtgs, VIP Mtgs, retirements, condolences)
 - *Ongoing Cross-training: UA Vitae*
- OSC Key Desk
- Colloquium Coord: Rotation

Temp. unit assistant: Human Resources & Media Content

Admin Team Supervisor / Carol Altizer 621-6959

