

## 2021 INTERIM FACULTY/ADMINISTRATIVE SUPPORT TEAM (effec. 04/02/2021)

**(INTERIM ASSIGNMENT DURING RECRUITMENT OF ADMIN. OPER. MGR.- Dean's Asst. AND 2 ADMIN POSITIONS)**

**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 = 1 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
- 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**

- Brandon Chalifoux (*interim assign – A M Garcia*)
- Russell Chipman (*interim assign – L. Singh*)
- Ron Driggers (*interim assign – J. Laing*)
- John Greivenkamp (*interim assign – J. Laing*)
- Hong Hua (*interim assign – A. M. Garcia*)
- Ron Liang (*interim assign – A. M. Garcia*)
- Jose Sasian (*interim assign – J. Laing*)
- Jim Schwiegerling (*interim assign – A M Garcia*)
- NEW FACULTY 2021-25 (*assign add'l #3-4*)

Colloquium Coord: *Rotation*

Emeritus Faculty

Jim Burge, Jack Gaskill, Bob Shannon, Bill Wolfe

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### **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

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### **JENNIFER LAING / 626-7080 / Rm 642**

- Brian Anderson
- Rolf Binder
- David Brady
- Linran Fan
- Michael Hart
- Euan McLeod
- Stanley Pau
- Judith Su (.50 FTE)
- Yuzuru Takashima
- Remote Sensing Unit
- NEW FACULTY 2021-25 (*assign add'l #2-3*)

Colloquium Coord.: *Rotation*

Temp unit-assistant: Human Resources & Media Content

Emeritus Faculty

Eustace Dereniak, Arvind Marathay, Richard Powell, Phil Slater

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

- Miroslav Kolesik
- Thomas L. Koch (*interim assign – calendar only*)
- Jerome Moloney (.50 FTE)
- Dongkyun Kang (.50 FTE)
- Immigration Services (J1/H1/PR)
  - Interim: Admin Team Suprv. & Payroll Approver*
  - Interim: Triage Dean's Office inquiries*
  - Backup: Colloquium Coord. 2019-2025*
- NEW FACULTY 2021-25 (*assign add'l #2-3*)

Emeritus Faculty

Charlie Falco

### **NEW ADMIN / 621-5788/ Rm 704**

- Mahmoud Fallahi (*interim assign - L. Singh*)
- Dongkyun Kang (.50 FTE) (*interim assign - L.Singh*)
- Miroslav Kolesik (*interim assign - L.Singh*)
- Tom Milster (*Sabbatical Spring 2021*) (*interim - L. Singh*)
- Travis Sawyer (NEW 8/2021) .50FTE OSC/Biomed Optics
- NEW FACULTY 2021-25 (*assign add'l #3*)
- Dean's Office Asst. (*interim assign – L. Singh*)
  - 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 (*interim Business Office*)
- Colloquium Coord: *Rotation*

**INTERIM Admin Team Suprv./ Lacey Singh/621 8129**