

## FACULTY/ADMINISTRATIVE SUPPORT TEAM (effective 01/03/2022)

**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 Coordinator - Lead

Temp. Unit Assistant: Accounting

[Emeritus Faculty](#)

Roy Frieden

### **EMILY DAVIS / 626-3672 / Rm 719**

- Russell Chipman (Meredith Kupinski)
- Ron Driggers
- Linran Fan
- Hong Hua
- Ron Liang
- Jose Sasian
- Dongkyun Kang (.50 FTE)
- Jim Schwiegerling

*NEW FACULTY 2021-25 (assign add'l #3-4)*

Immigration Services (backup to Rachel Lyman)

Colloquium Coordinator: *Rotation*

[Emeritus Faculty](#)

Jim Burge, Jack Gaskill, John Greivenkamp, 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
- David Brady
- Euan McLeod
- Stanley Pau
- Judy Su (.50 FTE) Full-time Admin support in Optics
- Yuzuru Takashima
- Remote Sensing Unit (Nikolaus Anderson, Stuart Bigger, Jeffrey Czaplak-Myers, Rob Kingson)

*NEW FACULTY 2021-25 (assign add'l #2-3)*

Colloquium Coordinator: *Rotation*

[Emeritus Faculty](#)

Eustace Dereniak, Arvind Marathay, Richard Powell, Phil Slater

### **OPEN POSITION / 621-8129 / Rm 542**

- Miroslav Kolesik
- Jerome Moloney (.50 FTE)
- Pavel Polynkin

*NEW FACULTY 2021-25 (assign add'l #2-3)*

Colloquium Coordination: *Rotation*

[Emeritus Faculty](#)

Charlie Falco

### **RACHEL LYMAN / 621-5788 / Rm 704**

- Mahmoud Fallahi
- Tom Milster
- Travis Sawyer .50FTE OSC/Biomed Optics
- 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)
- OSC Key Desk
- Immigration Services (J1/H1/PR)

Colloquium Coordinator: *Rotation*

### **Admin Team Supervisor / Carol Altizer 626-6959**