Whom do I contact for Chemistry Department Support?

S:\Admin Staff\Sr. Department Administrator\Personnel\STAFF\Job Descriptions\Who Does What\Who does What Memo for web-2 pages 061014.doc
Whom do I contact for Chemistry Department Support?

**ADDITIONAL STAFF**

- **Anne Cole, Staff Assistant** ext. 6248  anne.e.cole@rice.edu  DBH Room 255
  - Provides administrative assistance for Professor James M. Tour

- **Tracy Hogan, Program Administrator** ext. 4109  thogan@rice.edu  BRC Room 1005
  - Provides Administrative support for Professor Peter Wolynes

- **Judy Jenkins, Journal Administrator** ext. 5336  judy.g.jenkins@rice.edu  ABL Room 308
  - Assists the Associate Editor of the Journal of Chemical Theory and Computation, Professor Gustavo Scuseria

- **Jane McNeel, Project Administrator** ext. 3286  janem@rice.edu  DBH Room 430
  - Provides administrative assistance for Professor Andrew Barron

- **Vicky Nielsen-Armstrong, Program Administrator** ext. 8858  vicky.b.nielsen.armstrong@rice.edu  BRC Room 367
  - Provides administrative assistance for Professor K. C. Nicolaou

- **Felipe Romero, Lab Clinical Research Manager** ext. 2361  fromero@rice.edu  BRC Room 322
  - Provides administrative and research assistance for Professor John McDevitt

**CHEMISTRY STOREROOM STAFF**

- **Carlos Cabello, Chemistry Store Manager** ext. 3255  ccabello@rice.edu  SS Room 219
  - Manages/maintains Chemistry Storeroom
  - Assists with special orders

- **Javier Chavez, Storekeeper II** ext. 3257  javier.j.chavez@rice.edu  SS Loading Dock / SS 101
  - Assists with shipping/receiving
  - Orders specialty gases
  - Provides customer assistance for the Chemistry Storeroom

- **Susan Cudnik, Storekeeper I** ext. 3275  scudnik@rice.edu  SS Room 219
  - Provides customer assistance for the Chemistry Storeroom
  - Assists with special orders

- **Ruxin Feng, Teaching Stockroom Manager** ext. 3488  ruxin.feng@rice.edu  DBH Room 278
  - Manages/maintains Teaching Stockroom
  - Assists with teaching equipment procurement/maintenance
  - Orders chemicals/supplies for chemistry department teaching labs
  - Chemical Hygiene Officer for teaching labs