### Chemistry Office Staff

**Nancy Adler, Academic Program Administrator | ext. 2906 | nbn2@rice.edu | SST Room 111D**
- Manages the support for the undergraduate program, working closely with the Associate Chair for Undergraduate Studies
- Supervises Seminar & Events Coordinator and Undergraduate Student Workers
- Manages the promotion and tenure process, including preparation of dossiers
- Prepares faculty annual reports (Faculty Information System – FIS) and technical manuscripts
- Oversees faculty and instructor payroll
- Oversees faculty and instructor personnel
- Coordinates the preparation of and for the departmental newsletter
- Coordinates support for the new student orientation
- Coordinates support for the faculty and student orientation

**Vicky Nielsen Armstrong, Executive Administrator | ext. 2895 | vstrong@rice.edu | SST Room 111A**
- Serves as chief business and financial officer for the Department of Chemistry
- Oversees department budgets
- Maintains and manages accurate financial records for endowments, gifts and designated funds
- Approves financial statements related to research funds and other funds
- Directs and supervises the department staff
- Oversees special projects for the department
- Coordinates/assists with annual report submission, in addition to other data reporting

**Pam On, Graduate Program Administrator | ext. 5820 | pon@rice.edu | SST Room 111E**
- Manages the day-to-day operations of the Chemistry graduate program
- Staff liaison for the Graduate Recruiting Committee and the Graduate Studies Committee
- Staff member for CHEM GEM Committee. Oversees the graduate student sub-committee for recruiting URM
- Manages graduate student recruiting events and oversees the Graduate Student Recruiting Committee
- Processes graduate student stipends and fellowships
- Primary point of contact for current and prospective graduate students

**Pedro Prado, Lead Financial Administrator | ext. 3868 | prprado@rice.edu | SST Room 111F**
- Analyzes monthly financial activities posted to research & discretionary funds; ensures funds are spent appropriately and within federal guidelines; reconciles funds; initiates corrections; provides financial reports; closes out funds; generates projection reports
- Reviews and approves online submitted research proposals (grants, RSA, fellowships, gifts)
- Coordinates, reviews and approves all department research effort allocations submitted via (OLR, EPAF, GEPAF)
- Reviews and approves Pcard transactions (travel & general supplies; and other expenses) submitted through Concur
- Tracks and reports cost-sharing
- Directs and supervises Facilities & Purchasing Administrator
- Serves as back up to Executive Administrator in the areas relating to research administration, both pre- and post-award, and other financial and administrative functions

**Abby Vacek, Facilities & Purchasing Administrator | ext. 5402 | akv1@rice.edu | SST Room 111G**
- Coordinates accounts payable, accounts receivable, and purchasing — online PO set-up, new vendor set-up, payment of invoices, etc.
- Manages Service Center internal and external billing, reconciliation of telephone charges and purchasing card statements
- Coordinates safety training; notifies of possible working deterrents in buildings occupied by chemistry faculty; submits accident reports
- Responsible for inventory; new equipment, recording move or disposal of equipment
- Arranges building access via ID card and key distribution; building outage contact person, coordinates special work order requests
- Processes petty cash/check request reimbursements
- Orders office and copier supplies and manages supply inventory

**Patricia Villanueva, Seminar & Event Coordinator | ext. 4082 | pv9@rice.edu | SST Room 111**
- Coordinates chemistry seminars and events
- Schedules chemistry conference rooms
- Edits and maintains departmental website, social media sites, and alumni newsletter
- Supports special departmental and faculty projects
- Distributes mail for faculty and students & assists with copier, fax and other shared office equipment

**Anita Walker, Chemistry Courses Administrator | ext. 4027 | aawalker@rice.edu | DBH Room 243**
- Prepares all class materials for chemistry courses — homework assignments, exams, answer keys, materials for teaching assignments; records grades online
- Coordinates and schedules classroom assignments for chemistry courses; Teaching Assistant (TA) office hours; exam grading sessions and Qualifying Examinations (QEs) for students
- Maintains and requests textbooks orders for campus bookstore and from publishers for faculty and TAs
- Designs and maintains chemistry course sites via Canvas Learning Management System
- Maintains CHEM 600 attendance of student presentation records and departmental seminars
- Coordinates undergraduate academic processes (transfer credit, approval of majors, degree audits, QEs)
- Coordinates appointments for TAs; Discussion Leaders and Graders including payroll issues

**Selena Zermeño, Department Coordinator | ext. 3277 | selena@rice.edu | SSt Room 111**
- Coordinates HR process for postdoctoral research associates, research scientists, research techs, and visitors
- Coordinates Visa and HR issues, including checkout and transfers for postdocs
- Assists with Visa process and document preparation for new faculty hires
- Electronically maintains, updates, and distributes departmental directory and listservs
- Processes Concur non-travel and travel allocations for faculty and students
- Assists with special projects for the department and faculty
### Chemistry Storeroom Staff

**Carlos Cabello, Chemistry Store Manager** | ext. 3255 | ccabello@rice.edu | SST 113B  
- Manages/maintains the Chemistry Storeroom  
- Manages special and inventory orders  
- Provides customer assistance for the Chemistry Storeroom  
- Supervises Storeroom personnel  

**Javier Chavez, Storekeeper II** | ext. 3257 | jchavez@rice.edu | SST Room 101  
- Oversees shipping and receiving  
- Orders and oversees specialty gases  
- Provides customer assistance for the Chemistry Storeroom  

**Susan Cudnik, Storekeeper I** | ext. 3275 | scudnik@rice.edu | SST 113B  
- Provides customer assistance for the Chemistry Storeroom  
- Assists with special and inventory orders  
- Oversees Storeroom inventory and accounting

### Chemistry Teaching Stockroom Staff

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

### Chemistry Research Group Staff

**Corina Gonzalez, Project Administrator**  
- ext. 2653 | SST 331  
- corina.gonzalez@rice.edu  
- Administrator for Professors Christy Landes’ and Stephan Link’s Research Groups  

**Judy Jenkins, Journal Administrator**  
- ext. 5336 | ABL 308  
- judy.g.jenkins@rice.edu  
- Administrative Professional for the Editor of the ACS Journal of Chemical Theory and Computation and Professor Gustavo Scuseria

**Jenna Kripal, Program Administrator**  
- ext. 8858 | BRC 367  
- jlk1@rice.edu  
- Administrator for Professor K.C. Nicolaou’s Research Group

**Susan Merz, Program Administrator**  
- ext. 4109 | BRC 1005  
- susan.s.merz@rice.edu  
- Administrator for Professor Peter Wolynes’ Research Group

**Name TBD, Staff Assistant**  
- ext. 6248 | DBH 255  
- Administrative Professional for Professor James M. Tour

### School of Natural Sciences Staff

**Alma Farias-Barba, Proposal Preparation Specialist**  
- ext. 5864 | GRB E102  
- abarba@rice.edu  
- Proposal Preparation/Pre-Award  
- Wiess School of Natural Sciences