**Chemistry Office Staff**

**Nancy Adler, Academic Program Administrator** | ext. 2906 | nbn@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 searches
- Prepares undergraduate student payroll

**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 with annual report submission, in addition to other data reporting (ACS, NSF, CCR, NRC)

**Pam On, Graduate Program Administrator** | ext. 5820 | pon@rice.edu | SST Room 111E
- Graduate student recruiting - processes applications and coordinates complete admissions process, including campus visits
- Coordinates all administrative aspects of the Chemistry Graduate Program
- Graduate student payroll
- Organizes new graduate student Chemistry Department orientation

**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; reconciliation of telephone charges, copier and purchasing card statements
- Reviews and approves online submitted research proposals (grants, RSA, fellowships, gifts)
- Coordinates, reviews and approves all department research effort allocations submitted (DLR, EPAF, GEPAF)
- Reviews and approves Pcard transactions (travel & general supplies other expenses) submitted in 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
- Accounts Payable/Accounts Receivable/Purchasing — online PO set-up, new vendor set-up, payment of invoices, etc.
- Service Center internal and external billing; reconciliation of telephone charges, copier and purchasing card statements
- Safety — coordinates safety training, notifies of possible working deterrents in buildings occupied by chemistry faculty; accident reports
- Inventory — new equipment, recording move or disposal of equipment
- Key distribution and arranges building access via ID card; building outage contact person, coordinates special work order requests
- Petty cash/check request reimbursements
- Order office and copier supplies; manage 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 and social media sites
- Distributes mail for faculty and students & assists with copier, fax and other shared office equipment

**Anita Walker, Undergraduate & Classroom Coordinator** | 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 for postdocs
- Electronically maintains, updates, and distributes departmental directory and listservs
- Processes Concur travel allocations for faculty and students
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 | jichavez@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

Additional Staff

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

Alana Holmes, Staff Assistant
ext. 6248 | DBH 255
aholmes@rice.edu
Administrative Professional for Professor James M. Tour

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, Professor Gustavo Scuseria

Corina Knowlton, Project Administrator
ext. 2653 | SST 331
cknowlton@rice.edu
Administrator for Professors Christy Landes’ and Stephan Link’s Research Groups

Jenna Kripal, Program Administrator
ext. 8858 | BRC 367
jk1@rice.edu
Administrator for Professor K.C. Nicolaou’s Research Group