

# CHEMISTRY DEPARTMENT

## Whom Should I Contact?

### Chemistry Office Staff



**Vicky Nielsen Armstrong, Executive Administrator** | ext. 2895 | [vstrong@rice.edu](mailto:vstrong@rice.edu) | HBH Room 05

- ◆ Serves as chief business and financial officer for the Department of Chemistry
- ◆ Maintains and manages accurate financial records for endowments, gifts and designated funds
- ◆ Oversees departmental budgets
- ◆ Responsible for approving financial statements related to research funds and other funds
- ◆ Database administrator for various databases (i.e., graduate students, faculty, staff, postdocs and research scientists)
- ◆ Directs and supervises the departmental staff
- ◆ Oversees special projects for the department
- ◆ Coordinates/assists with annual report submission, in addition to other data reporting (ACS, NSF, CCR, NRC)



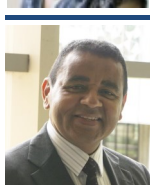
**Sabra Helton, Academic Program Administrator** | ext. 2906 | [sabra@rice.edu](mailto:sabra@rice.edu) | HBH Room 08A

- ◆ Manages the support for the undergraduate program, working closely with the Associate Chair for Undergraduate Studies
- ◆ Supervises Classroom & Undergraduate Coordinator, Seminar & Events Coordinator, and Graduate Program Coordinator
- ◆ Management of promotion and tenure process, including preparation of dossiers
- ◆ Preparation of annual reports (Faculty Information System – FIS) and technical manuscripts
- ◆ Coordinates faculty and instructor searches



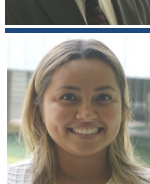
**Pam On, Graduate Program Administrator** | ext. 5820 | [pon@rice.edu](mailto:pon@rice.edu) | HBH Room 08B

- ◆ 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
- ◆ Provides administrative assistance to Department Chair



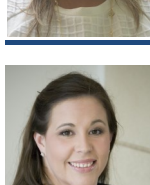
**Pedro Prado, Lead Financial Administrator** | ext. 3868 | [prprado@rice.edu](mailto:prprado@rice.edu) | HBH Room 07

- ◆ Reviews and approves online submitted research proposals (grants, RSA, fellowships, gifts)
- ◆ Coordinates, reviews and approves all department research effort allocations submitted both online (OLR, EPAF, GEPAF) and hardcopy
- ◆ Reviews and approves Pcard transactions (travel & general supplies other expenses) submitted in Concur
- ◆ Directs and supervises Research Administrator and Facilities/Purchasing Coordinator
- ◆ Acts as back up to Executive Administrator in the areas relating to research administration, both pre-and post-award, and other financial and administrative functions



**Bella Rodriguez, Department Coordinator** | ext. 3277 | [bar4@rice.edu](mailto:bar4@rice.edu) | HBH Room 08

- ◆ Coordinates HR process for postdoctoral research associates, research scientists, research techs and visitors
- ◆ Coordinates Visa and HR issues, including checkout for postdocs
- ◆ Coordinates Time and Attendance Records (TAR) for research personnel
- ◆ Electronically maintains, updates, and distributes departmental directory and listservs
- ◆ Processes Concur travel allocations for faculty and students



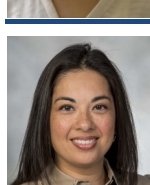
**Abby Vacek, Facilities & Purchasing Administrator** | ext. 5402 | [akv1@rice.edu](mailto:akv1@rice.edu) | HBH Room 06

- ◆ 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](mailto:pv9@rice.edu) | HBH Room 08

- ◆ Coordinates chemistry seminars and events
- ◆ Schedules chemistry conference rooms
- ◆ Edits and maintains departmental website and social media sites
- ◆ Receptionist for Departmental Office
- ◆ 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](mailto:aawalker@rice.edu) | DBH Room 243

- ◆ Prepares all class materials for chemistry courses — homework assignments, exams, answer keys in html or PDF formats for the Internet, materials for teaching assignments; records grades online; designs and maintains Owl-Space class pages
- ◆ Checks out departmental tablets for teaching
- ◆ Schedules Qualifying Examinations (QEs) for students
- ◆ Maintains CHEM 600 attendance/evaluation records (and IRISE seminar data)
- ◆ Coordinates undergraduate academic processes (transfer credit, approval of majors, degree audits, QEs)
- ◆ Coordinates appointments for discussion leaders and graders including payroll issues

## Chemistry Storeroom Staff



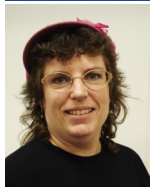
**Carlos Cabello, Chemistry Store Manager** | ext. 3255 | [ccabello@rice.edu](mailto:ccabello@rice.edu) | GRB Room E101

- ◆ 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 | [jjchavez@rice.edu](mailto:jjchavez@rice.edu) | SS Room 101

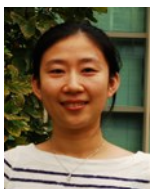
- ◆ Oversees shipping and receiving
- ◆ Orders and oversees specialty gases
- ◆ Provides customer assistance for the Chemistry Storeroom



**Susan Cudnik, Storekeeper I** | ext. 3275 | [scudnik@rice.edu](mailto:scudnik@rice.edu) | GRB Room E101

- ◆ 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](mailto: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

**Penny Anderson, Program Administrator**



ext. 4109 | BRC 1005  
[anderson@rice.edu](mailto:anderson@rice.edu)

Provides administrative support for Professor Peter Wolynes

**Alana Holmes, Staff Assistant**



ext. 6248 | DBH 255  
[aholmes@rice.edu](mailto:aholmes@rice.edu)

Provides administrative support for Professor James M. Tour

**Judy Jenkins, Journal Administrator**



ext. 5336 | ABL 308  
[judy.g.jenkins@rice.edu](mailto:judy.g.jenkins@rice.edu)

Provides administrative support to the Editor of the ACS Journal of Chemical Theory and Computation, Professor Gustavo Scuseria

**Corina Knowlton, Program Coordinator**



ext. 2653 | DBH 341  
[cknowlton@rice.edu](mailto:cknowlton@rice.edu)

Provides administrative support for Professors Christy Landes and Stephan Link

**Jenna Kripal, Program Coordinator**



ext. 8858 | BRC 367  
[jlk1@rice.edu](mailto:jlk1@rice.edu)

Provides administrative support for Professor K.C. Nicolaou

