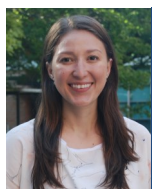




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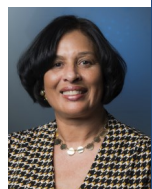
Department of Chemistry Whom Should I Contact?

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 searches
- ◆ Prepares undergraduate student payroll



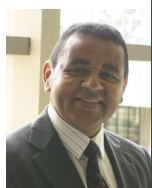
Vicky Nielsen Armstrong, Executive Administrator | ext. 2895 | vstrong@rice.edu | SST Room 111A

- ◆ 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/assists with annual report submission, in addition to other data reporting



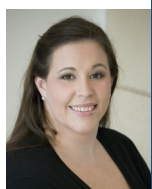
Pam On, Graduate Program Administrator | ext. 5820 | pon@rice.edu | SST Room 111E

- ◆ 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



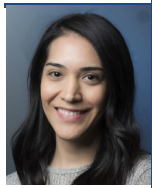
Pedro Prado, Lead Financial Administrator | ext. 3868 | prprado@rice.edu | SST Room 111F

- ◆ 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



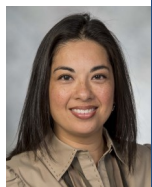
Abby Vacek, Facilities & Purchasing Administrator | ext. 5402 | akv1@rice.edu | SST Room 111G

- ◆ 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 Zermeno, Department Coordinator | ext. 3277 | selena@rice.edu | SST Room 111

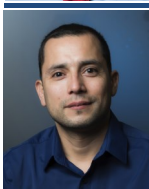
- ◆ Coordinates HR process for postdoctoral research associates, research scientists, research techs, and visitors
- ◆ Coordinates Visa and HR issues, including checkout and transfers for postdocs
- ◆ Assists with Visa process and document preparation for new faculty hires
- ◆ Electronically maintains, 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



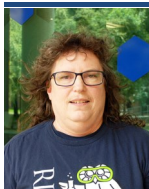
Carlos Cabello, Chemistry Store Manager | ext. 3255 | ccabello@rice.edu | SST 113B

- ◆ 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 | jjchavez@rice.edu | SST Room 101

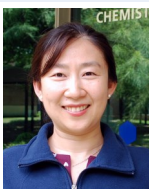
- ◆ Oversees shipping and receiving
- ◆ Orders and oversees specialty gases
- ◆ Provides customer assistance for the Chemistry Storeroom



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
jlkl@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



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