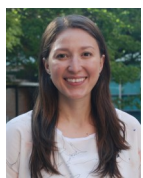




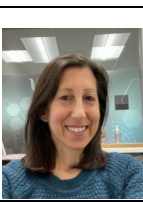




## Department of Chemistry: Whom Should I Contact?

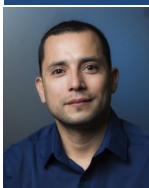
	<p><b>Nancy Adler, Academic Program Administrator</b>   ext. 2906   nbn2@rice.edu   SST Room 111D</p> <ul style="list-style-type: none"> <li>• Manages the day-to-day operations of the undergraduate program, including communication channels and events</li> <li>• Staff liaison for the Undergraduate Studies Committee, the Teaching Committee and the Faculty Search Committee</li> <li>• Supervises Undergraduate Student Workers</li> <li>• Manages the promotion and tenure process, including preparation of dossiers</li> <li>• Prepares faculty annual reports (Faculty Information System – FIS) and technical manuscripts</li> <li>• Oversees faculty and instructor searches</li> </ul>
	<p><b>Corina Gonzalez, Administrative Specialist</b>   ext. 2653   corina.gonzalez@rice.edu   SST Room 111</p> <ul style="list-style-type: none"> <li>• Serves as primary contact for department's Human Resources (HR) transactions</li> <li>• Initiates and completes routine to complex HR transactions (i.e., hires, position and pay changes, status changes, terminations, etc.)</li> <li>• Coordinates academic visitor appointments</li> <li>• Coordinates and manages visa and immigration actions for faculty, staff, post docs and academic visitors</li> <li>• Coordinates graduate student payroll transactions in collaboration with Exec. Administrator</li> </ul>
	<p><b>Tammy Martin, Department Coordinator</b>   ext. 3277   tammy.martin@rice.edu   SST Room 111</p> <ul style="list-style-type: none"> <li>• Provides support to faculty, students, and staff with day-to-day functions of the Department of Chemistry</li> <li>• Provides support to faculty for purchasing card expenses and expense reports</li> <li>• Provides support to students and others as needed with expenses and reimbursements</li> <li>• Supports the grad program activities and processes in collaboration with graduate program administrator</li> <li>• Updates department listings/databases for faculty, students, postdocs and staff, including same updates to website</li> </ul>
	<p><b>Stacie Millas, Seminar &amp; Event Coordinator</b>   ext. 4082   sm185@rice.edu   SST Room 111</p> <ul style="list-style-type: none"> <li>• Organizes and manages the Department of Chemistry scientific lecture program</li> <li>• Organizes and manages departmental events, including scientific workshops and symposiums</li> <li>• Edits and maintains department website</li> <li>• Creates content for website and social media sites, including posting to social media sites</li> <li>• Manages and creates content for several screen displays in the department</li> <li>• Prepares Chemistry Department newsletter for distribution to alumni</li> <li>• Supports special departmental and faculty projects</li> <li>• Schedules rooms and A/V support as needed</li> </ul>
	<p><b>Vicky Nielsen Armstrong, Executive Administrator</b>   ext. 2895   vstrong@rice.edu   SST Room 111A</p> <ul style="list-style-type: none"> <li>• Provides support to the Chair of the Department</li> <li>• Serves as chief business and financial officer for the Department of Chemistry</li> <li>• Responsible for the management of all departmental staff involved in administrative operations and support to faculty, students and programs</li> <li>• Supports any of the programs as needed and oversees special projects for the department</li> <li>• Oversees research funds and department budgets, including endowments and gift funds</li> <li>• Serves a primary role in the development and implementation of the annual budget</li> <li>• Coordinates/assists with annual report submission, in addition to other data reporting</li> </ul>
	<p><b>Pedro Prado, Lead Financial Administrator</b>   ext. 3868   prprado@rice.edu   SST Room 111F</p> <ul style="list-style-type: none"> <li>• Analyzes monthly financial activities posted to research and discretionary funds; ensures funds are spent appropriately and within federal guidelines; reconciles funds; initiates corrections; provides financial reports; closes out funds; generates projection reports</li> <li>• Reviews and approves online submitted research proposals</li> <li>• Coordinates, reviews and approves all department research effort allocations</li> <li>• Reviews and approves purchasing card transactions</li> <li>• 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</li> </ul>
	<p><b>Kari Stein, Graduate Program Administrator</b>   ext. 5820   ks127@rice.edu   SST Room 111E</p> <ul style="list-style-type: none"> <li>• Manages the day-to-day operations of the chemistry graduate program</li> <li>• Staff liaison for the Graduate Recruiting Committee and the Graduate Studies Committee</li> <li>• Staff member for CHEM GEM Committee. Oversees the graduate student sub-committee for recruiting URM</li> <li>• Manages graduate student recruiting events and oversees the Graduate Student Recruiting Committee</li> <li>• Primary point of contact for current and prospective graduate students</li> <li>• Processes graduate student fellowships (internal and external)</li> </ul>
	<p><b>Abby Vacek, Facilities &amp; Purchasing Administrator</b>   ext. 5402   akv1@rice.edu   SST Room 111G</p> <ul style="list-style-type: none"> <li>• Provides support to faculty for purchasing card expenses and expense reports</li> <li>• Supports financial tracking for the department, in collaboration with Lead Financial Administrator and Exec. Administrator</li> <li>• Manages Service Centers (i.e., copy center, etc.)</li> <li>• Responsible for inventory; new equipment, recording move or disposal of equipment</li> <li>• Coordinates safety training; notifies department of possible working deterrents in buildings; submits accident reports</li> <li>• Arranges building access via ID card and key distribution; building outage contact person</li> <li>• Coordinates special work order requests</li> <li>• Orders office and copier supplies and manages supply inventory</li> </ul>
	<p><b>Anita Walker   Chemistry Courses Administrator</b>   ext. 4027   aawalker@rice.edu   DBH Room 243</p> <ul style="list-style-type: none"> <li>• Prepares all class materials for chemistry courses —homework assignments, exams, answer keys, materials for teaching assignments; records grades online</li> <li>• Coordinates and schedules classroom assignments for chemistry courses; Teaching Assistant (TA) office hours; exam grading sessions and Qualifying Examinations (QEs) for students</li> <li>• Maintains and requests textbooks orders for campus bookstore and from publishers for faculty and TAs</li> <li>• Designs and maintains chemistry course sites via Canvas Learning Management System</li> <li>• Maintains CHEM 600 attendance of student presentation records and departmental seminars</li> <li>• Coordinates undergraduate academic processes (transfer credit, approval of majors, degree audits, QEs)</li> <li>• Coordinates appointments for TAs; Discussion Leaders and Graders including payroll issues</li> </ul>

## Chemistry Storeroom Staff



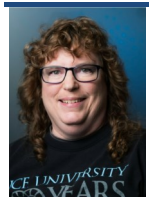
**Carlos Cabello, Chemistry Store Manager** | ext. 3255 | ccabello@rice.edu | SST 113B

- 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

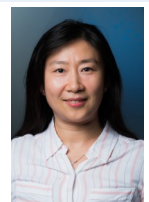
- Oversees shipping and receiving
- Orders and oversees specialty gases
- Provides customer assistance for the Chemistry Storeroom



**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

**Judy Jenkins, Temporary Assistant**



ext. 5336 | ABL 308  
judy.gjenkins@rice.edu

Travel and expense support  
for Dr. Gustavo Scuseria and  
Dr. James Tour

**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

**Selena Zermeño, Program Administrator**



ext. 2233 | SST 323  
selena@rice.edu

Administrator for Professors  
Christy Landes' and Stephan  
Link's Research Groups and  
Center for Adapting Flaws  
into Features (CAFF)

## 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



RICE NATURAL SCIENCES  
Chemistry