# Department of Chemistry: Whom Should I Contact?

## Nancy Adler, Academic Program Administrator | ext. 2906 | nab@rice.edu | SST Room 111D
- Manages the day-to-day operations of the undergraduate program, including communication channels and events
- Staff liaison for the Undergraduate Studies Committee, the Teaching Committee and the Faculty Search Committee
- Supervises 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

## Corina Gonzalez, Administrative Specialist | ext. 2653 | corina.gonzalez@rice.edu | SST Room 111
- Serves as primary contact for department’s Human Resources (HR) transactions
- Initiates and completes routine to complex HR transactions (i.e., hires, position and pay changes, status changes, terminations, etc.)
- Coordinates academic visitor appointments
- Coordinates and manages visa and immigration actions for faculty, staff, post docs and academic visitors
- Coordinates graduate student payroll transactions in collaboration with Exec. Administrator

## Tammy Martin, Department Coordinator | ext. 3277 | tmartin@rice.edu | SST Room 111
- Provides support to faculty, students, and staff with day-to-day functions of the Department of Chemistry
- Provides support to faculty for purchasing card expenses and expense reports
- Provides support to students and others as needed with expenses and reimbursements
- Supports the grad program activities and processes in collaboration with graduate program administrator
- Updates department listings/databases for faculty, students, postdocs and staff, including same updates to website

## Stacie Millas, Seminar & Event Coordinator | ext. 4082 | sm185@rice.edu | SST Room 111
- Organizes and manages the Department of Chemistry scientific lecture program
- Organizes and manages departmental events, including scientific workshops and symposiums
- Edits and maintains department website
- Creates content for website and social media sites, including posting to social media sites
- Manages and creates content for several screen displays in the department
- Prepares Chemistry Department newsletter for distribution to alumni
- Supports special departmental and faculty projects
- Schedules rooms and A/V support as needed

## Vicky Nielsen Armstrong, Executive Administrator | ext. 2895 | vstrong@rice.edu | SST Room 111A
- Provides support to the Chair of the Department
- Serves as chief business and financial officer for the Department of Chemistry
- Responsible for the management of all departmental staff involved in administrative operations and support to faculty, students and programs
- Coordinates and manages special projects for the department
- Oversees research funds and department budgets, including endowments and gift funds
- Serves a primary role in the development and implementation of the annual budget
- Coordinates/assists with annual report submission, in addition to other data reporting

## Pedro Prado, Lead Financial Administrator | ext. 3868 | ppaprado@rice.edu | SST Room 111F
- Analyzes monthly financial activities posted to research and discretionary funds; ensures funds are spent appropriately and within federal guidelines; reconsiders funds; initiates corrections; provides financial reports; closes out funds; generates projection reports
- Reviews and approves online submitted research proposals
- Coordinates, reviews and approves all department research effort allocations
- Reviews and approves purchasing card transactions
- 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

## Kari Stein, Graduate Program Administrator | ext. 5820 | kstein@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 600 Committee. Oversees the graduate student sub-committee for recruiting URM
- Manages graduate student recruiting events and oversees the Graduate Student Recruiting Committee
- Primary point of contact for current and prospective graduate students
- Processes graduate student fellowships (internal and external)

## Abby Vacek, Facilities & Purchasing Administrator | ext. 5402 | akv1@rice.edu | SST Room 111G
- Provides support to faculty for purchasing card expenses and expense reports
- Supports financial tracking for the department, in collaboration with Lead Financial Administrator and Exec. Administrator
- Manages Service Centers (i.e., copy center, etc.)
- Responsible for inventory: new equipment, recording move or disposal of equipment
- Coordinates safety training; notifies department of possible working deterrents in buildings; submits accident reports
- Arranges building access via ID card and key distribution; building outage contact person
- Coordinates special work order requests
- Orders office and copier supplies and manages supply inventory

## Anita Walker | Chemistry Courses Administrator | ext. 4027 | awalker@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
Chemistry Storeroom Staff

**Javier Chavez, Chemistry Store Manager** | ext. 3257 | jjchavez@rice.edu | SST 113B
- Manages/maintains the Chemistry Storeroom
- Manages special and inventory orders
- Provides customer assistance for the Chemistry Storeroom
- Supervises Storeroom personnel

**Robert Anderson, Storekeeper II** | ext. 3659 | randerson@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

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

**Gaby Paramo, Program Administrator**
- ext. 4109 | BRC 1005
- gp53@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