Whom do I contact for Chemistry Department Support?

ADMINISTRATIVE STAFF

Mauricio Benitez, Executive Administrator  ext. 2895  benitezm@rice.edu  SS Room 205
- Accounting - Manages general chemistry fund, all designated and gift funds, analyzes budgets and generates projections
- Personnel - supervises departmental staff; Oversees departmental staff and faculty payroll
- Database administrator for recruiting (faculty and graduate student) and graduate student databases
- Oversees Service Center activities
- Approves Travel & Entertainment Envelopes
- Reviews/Approves chemistry grant proposal submissions and manages awards and other department development projects
- Coordinates/assists with annual report submission, in addition to other data reporting (ACS, NSF, CCR, NRC)

Sue Friend, Faculty Coordinator  ext. 3467  friend@rice.edu  SS Room 210
- Assists faculty with travel related expenditures, purchasing card reconciliation, preparation of TV envelope expense statements
- Preparation of annual reports (Faculty Information System –FIS) and technical manuscripts
- Assists with Postdoctoral and Faculty searches, reappointment and promotion dossiers
- Assists faculty with graduate school letters of recommendation for students

Gabriela Galvan, Department Coordinator  ext. 3277  ggalvan@rice.edu  SS Room 203
- Coordinate hiring paperwork for all research and complimentary staff
- Coordinate Payroll, Visa and HR issues, including checkout for Postdocs. Research Staff and complimentary appointments
- Electronically maintains/updates/distributes departmental directory and listservs
- Serve as backup to the Graduate Program Coordinator

Linda Hamaker, PhD, MBA, Assistant Chair  ext. 5683  lhamaker@rice.edu  DBH Room 146
- Oversees graduate recruiting efforts, classroom assignments, teaching schedules and updates to the General Announcements.
- Reviews and approves scientific and technical aspects of faculty annual reports, web page content, University publications relating to chemistry department business
- Oversees department course offerings and degree requirements
- Oversees safety issues - ensure compliance with OSHA
- Coordinates facility renovation, design and space reallocation
- Edits and maintains Departmental Website

Sofia Medrano, Classroom/Seminar Coordinator  ext. 4027  smedrano@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 Tablet PCs for teaching
- Schedules Qualifying Examinations for students
- Maintains CHEM 600 attendance/evaluation records (and IRISE seminar data)
- Coordinates undergraduate academic processes (transfer credit, approval of majors, degree audits, qualifying exams)
- Coordinate appointments for discussion leaders and graders including payroll issues

Pamela On, Graduate Program Coordinator  ext. 5820  pon@rice.edu  SS Room 205
- Graduate student recruiting - processes applications and coordinates complete admissions process, including campus visits
- Coordinate all administrative aspects of the Chemistry Graduate Program
- Organizes new graduate student Chemistry Department orientation
- Schedules Space Science, Rooms 202, 313, 337, DBH Rooms 180, 270, 344, GRB Room 300, the laptops and LCD projectors
- Back-up for Front Desk Reception

Virginia Morton, Accountant II, Research Administration  ext. 5864  vmorton@rice.edu  SS Room 215
- Manages all chemistry research funds; generates projections, monthly financial reports for each PI; reconciles; monitors submission of progress reports; effort reporting
- Assists Professors with submittal of proposals, i.e., sends notifications of submittal deadlines; prepares budgets, assists with NSF fast lane and other online submittals, prepares proposal packages for routing; maintains all current and pending support; generates Welch financial reports for all PIs, prepares package for routing

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TBD, Seminar & Event Coordinator  ext. 4082  @rice.edu  SS Room 201
- Coordinates chemistry seminars
- Schedules chemistry conference rooms
- Coordinates departmental special events and faculty meetings
- Receptionist for Departmental Office
- Distributes mail for faculty and students & assists with copier, fax and other shared office equipment.

Abby Vacek, Facilities/Purchasing Coordinator  ext. 5402  avckv1@rice.edu  SS Room 216
- Accounts Payable/Accounts Receivable/Purchasing - on-line 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 supplies / manage supply inventory / Copier Supplies
## Whom do I contact for Chemistry Department Support?

### ADDITIONAL STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
<th>Email</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tracy Hogan, Program Administrator</strong></td>
<td>4109</td>
<td><a href="mailto:thogan@rice.edu">thogan@rice.edu</a></td>
<td>BRC Room 1005</td>
</tr>
<tr>
<td>Provides Administrative support for Professor Peter Wolynes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Judy Jenkins, Journal Administrator</strong></td>
<td>5336</td>
<td><a href="mailto:judy.g.jenkins@rice.edu">judy.g.jenkins@rice.edu</a></td>
<td>ABL Room 308</td>
</tr>
<tr>
<td>Assists the Associate Editor of the Journal of Chemical Theory and Computation, Professor Gustavo Scuseria</td>
<td></td>
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<tr>
<td><strong>Jane McNeel, Project Administrator</strong></td>
<td>3286</td>
<td><a href="mailto:janem@rice.edu">janem@rice.edu</a></td>
<td>DBH Room 430</td>
</tr>
<tr>
<td>Provides administrative assistance for Professor Andrew Barron</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Felipe Romero, Lab Clinical Research Manager</strong></td>
<td>2361</td>
<td><a href="mailto:fromero@rice.edu">fromero@rice.edu</a></td>
<td>BRC Room 322</td>
</tr>
<tr>
<td>Provides administrative and research assistance for Professor John McDevitt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Polly Rocha, Staff Assistant</strong></td>
<td>6248</td>
<td><a href="mailto:polly.rocha@rice.edu">polly.rocha@rice.edu</a></td>
<td>DBH Room 255</td>
</tr>
<tr>
<td>Provides administrative assistance for Professor James M. Tour</td>
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</tbody>
</table>

### CHEMISTRY STOREROOM STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
<th>Email</th>
<th>Office</th>
</tr>
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<tbody>
<tr>
<td><strong>Carlos Cabello, Chemistry Store Manager</strong></td>
<td>3255</td>
<td><a href="mailto:ccabello@rice.edu">ccabello@rice.edu</a></td>
<td>SS Room 219</td>
</tr>
<tr>
<td>Manages/maintains Chemistry Storeroom</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assists with special orders</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Javier Chavez, Storekeeper II</strong></td>
<td>3257</td>
<td><a href="mailto:javier.j.chavez@rice.edu">javier.j.chavez@rice.edu</a></td>
<td>SS Loading Dock / SS 101</td>
</tr>
<tr>
<td>Assists with shipping/receiving</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orders specialty gases</td>
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<tr>
<td>Provides customer assistance for the Chemistry Storeroom</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Susan Cudnik, Storekeeper I</strong></td>
<td>3275</td>
<td><a href="mailto:scudnik@rice.edu">scudnik@rice.edu</a></td>
<td>SS Room 219</td>
</tr>
<tr>
<td>Provides customer assistance for the Chemistry Storeroom</td>
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<tr>
<td>Assists with special orders</td>
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<tr>
<td><strong>Ruxin Feng, Teaching Stockroom Manager</strong></td>
<td>3488</td>
<td><a href="mailto:ruxin.feng@rice.edu">ruxin.feng@rice.edu</a></td>
<td>DBH Room 278</td>
</tr>
<tr>
<td>Manages/maintains Teaching Stockroom</td>
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<tr>
<td>Assists with teaching equipment procurement/maintenance</td>
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<tr>
<td>Orders chemicals/supplies for chemistry department teaching labs</td>
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<tr>
<td>Chemical Hygiene Officer for teaching labs</td>
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