

CHEMISTRY DEPARTMENT

Whom Should I Contact?

Chemistry Office Staff



Vicky Nielsen Armstrong, Executive Administrator | ext. 2895 | 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 | 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



Virginia Morton, Research Administrator | ext. 5864 | vmorton@rice.edu | HBH Room 08

- ◆ Initiates, processes and submits faculty research proposals (grants, RSA, fellowships, gifts). Facilitates grants.gov, Cayuse SP and SF424, Fastlane, research.gov and other online submissions systems
- ◆ Develops budgets, budget justifications, planning projections (award balances and salary projections), and other needed documentation for research proposals
- ◆ Works with Lead Financial Administrator to monitor faculty funds, ensuring funds are spent appropriately and within federal or contract guidelines where applicable
- ◆ Processes labor distributions and redistributions (OLR and EPAF) for research personnel



Pam On, Graduate Program Administrator | ext. 5820 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | SS Room 101

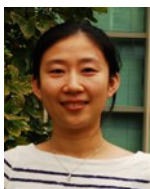
- ◆ Oversees shipping and receiving
- ◆ Orders and oversees specialty gases
- ◆ Provides customer assistance for the Chemistry Storeroom



Susan Cudnik, Storekeeper I | ext. 3275 | scudnik@rice.edu | 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 | 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

Provides administrative support for Professor Peter Wolynes

Alana Holmes, Staff Assistant



ext. 6248 | DBH 255
aholmes@rice.edu

Provides administrative support for Professor James M. Tour

Judy Jenkins, Journal Administrator



ext. 5336 | ABL 308
judy.g.jenkins@rice.edu

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

Jenna Kripal, Program Coordinator



ext. 8858 | BRC 367
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Provides administrative support for Professor K.C. Nicolaou

Robin Lee, Program Coordinator



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robinlee@rice.edu

Provides administrative support for Professors Christy Landes and Stephan Link

