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

**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

**LaDonna Smith, Graduate Program Coordinator** | ext. 5820 | lew7@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

**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
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 | jchavez@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

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

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
jlk1@rice.edu
- Provides administrative support for Professor K.C. Nicolaou

Robin Lee, Program Coordinator
ext. 2653 | DBH 341
robinlee@rice.edu
- Provides administrative support for Professors Christy Landes and Stephan Link