Barb Gangelhoff  
Hiring Coordinator  
Upson II, Room 165C  
barbara.gangelhoff@UND.edu  
701.777.3309  
- Support and scheduling for Dean's office  
- Liaison between CEM/VPA/HR/Shared Service Center (SSC) for all CEM Staff, Faculty, Graduate and Undergraduate Student recruitments and hires  
- Maintain faculty/staff records including evaluations and P&T  
- Coordinate Faculty Letters of Understanding (LOUs) process  
- Maintain personnel records for faculty as the official office of records for those files  
- Coordinate and distribute mail and deliveries

Agnes Carlson  
Department Support Specialist - ChE & SEECS & BE  
Upson II, Room 365 & 366  
agnes.carlson@UND.edu  
701.777.5790  
- Department Student Support  
- Liaison with Shared Service Center - procurement, P-cards, office supplies, food, travel and reimbursements  
- Course Management in Campus Connection  
- Coordinate faculty print requests with Duplicating Services and Admin students  
- College Support and Outreach

Joe Egan  
Department Support Specialist - ME & CE  
Upson II, Room 260 / 266  
joseph.egan@UND.edu  
701.777.3876  
- Department Student Support  
- Liaison with Shared Service Center - procurement, P-cards, office supplies, food, travel and reimbursements  
- Course Management in Campus Connection  
- Coordinate faculty print requests with Duplicating Services and Admin students  
- College Support and Outreach

Angie Lockwood  
Academic Programs Coordinator  
Upson II, Room 160N  
angela.lockwood@UND.edu  
701.777.6489  
- Graduate Student communications  
- Student communications  
- Track/manage grad student progress  
- Support for Grad Directors and Grad Programs Committee  
- Support for Academic Programs Committee  
- Liaison with Grad School and International Center  
- Support for Courseleaf program management  
- Recruiting and outreach to prospective students  
- Work with Ad Astra and Registrar's Office to optimize classroom usage

Patrice Zeal  
Department Support Specialist - GGE, PE & IES  
CEC, Room 113  
patrice.zeal@UND.edu  
701.777.4351  
- Department Student Support  
- Liaison with Shared Service Center - procurement, P-cards, office supplies, food, travel and reimbursements  
- Course Management in Campus Connection  
- Coordinate faculty print requests with Duplicating Services and Admin students  
- College Support and Outreach

Kathie Johnke  
Administrative Support Specialist  
CEC, Room 103  
kathie.johnke@UND.edu  
701.777.2180  
- College of Engineering & Mines reception  
- Answering and/or directing all calls and emails for CEM  
- Assist students in regard to advising appointments, registration issues, etc.  
- Room & classroom scheduling  
- Support student organization groups  
- Coordinate student tours with Admissions

Courtenay White  
Online Programs Coordinator  
CEC, Room 103D  
courtenay.white@UND.edu  
701.777.4333  
- Provide services for online prospective & registered students  
- Liaison to the UND Campus for the online engineering students and to represent UND and CEM while promoting DEDP  
- Update students on course & lab schedules and availability  
- Assist faculty with exam posting and creation in BlackBoard  
- Assist with online course creation  
- Exam creation/posting in BlackBoard  
- Coordinate Summer Lab information

Mary Winters  
Online Support Specialist  
CEC, Room 103E  
mary.winters@UND.edu  
701.777.2684  
- Coordinate exams and proctors  
- Support for faculty: printing/uploading/downloading  
- Ensure classes are scheduled in the appropriate rooms for recording purposes  
- Request/add user when needed for TA  
- Populate on-campus and DEDP groups in Blackboard for each course offered via distance  
- Supply exam tracking form and course lists for Faculty

Anna Crowell  
Technical Writer/Editor  
Harrington Hall  
amelia.crowell@UND.edu  
701.317.5176  
- Edit for grammar, spelling, punctuation and correct structure of proposals, technical reports and other research related correspondence developed by CEM faculty and research staff, including providing assistance with formatting documents  
- Provide support to CEM faculty/researchers in developing and writing supporting documentation for proposals and other research publications  
- Provide support to the CEM Associate Dean for Research (ADR) in promoting the research activities of the college
Elle West
Grant Preparation Assistant
Upson II, Room 160L
elizabeth.o.west@UND.edu

- Assist faculty and staff in preparing and submitting external funding proposals
- Assist PIs in Award Budget Setup
- Assist Associate Dean for Research and CEM faculty and researchers in identifying funding opportunities
- Maintain documentation of all concept papers, preproposals, and proposals submitted by CEM

Frederick Gietzen
Grant Manager / Resource Analyst
Upson II, Room 160J
frederick.gietzen@UND.edu
701.777.3147

- Assist PIs managing their whole research portfolio (grants, F&A, research match, appropriated research salary)
- Run PI and payroll reports as needed for Grants
- Assist in effort planning, fund distribution, projecting burn rates and grant close out
- Incumbents & Job Data Reports (projecting year into future)
- Tracking Cost Share and matching funds
- Supporting Cost Centers
- Audit Support and Internal Controls

Gwen Klawon
Outreach, Recruitment / Retention Specialist
Harrington Hall, Room 100B
gwendolyn.klawon@UND.edu
701.777.3390

- Identify and recruit high-quality students for engineering and geology programs at UND
- Promote UND CEM, the profession of engineering, and the study of engineering, science, and math to K-12 and community college students and the general public
- Coordinate retention activities and other student services for students across CEM
- Handle scholarships for all departments in addition to the college-wide scholarships
- Oversee Thank-You's from scholarship recipients

Anna Leddige
Chief Business Officer
Upson II, Room 165D
anna.leddige@UND.edu
701.777.3412

- Strategic financial planning for all internal funding
- Strategic financial planning of external funding
- Financial efficiency
- Space inventory and management

Jordan Eberhardt
Engineering IT Services Coordinator
Upson II, Room 162C
jordan.eberhardt@UND.edu
701.777.6108

Parker Riopelle
Desktop & A/V Support Specialist
Upson II, Room 162
parker.riopelle@UND.edu
701.777.4722