FACULTY & STAFF SUPPORT DIRECTORY

ACADEMIC & GENERAL SUPPORT

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/VPAA/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
- Collaborate with faculty to complete Text Book Orders
- 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
- Collaborate with faculty to complete Text Book Orders
- 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

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

Denelle Kees
Department Support Specialist – GGE & PE
Upson II
denelle.kees@UND.edu
701.777.3377
- Department Student Support
- Liaison with Shared Service Center - procurement, P-cards, office supplies, food, travel and reimbursements
- Course Management in Campus Connection
- Collaborate with faculty to complete Text Book Orders
- Coordinate faculty print requests with Duplicating Services and Admin students
- College Support and Outreach

Cindy Bray
Accounting & Grant Analyst
Upson II, Room 160
cynthia.bray@UND.edu
701.317.5176
- Grant Award Set up
- Analysis of grant expense and budgets
- 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 burn rate and grant close out)
- Tracking Cost Share and matching funds
- Audit Support and Internal Controls

RESEARCH SUPPORT

STUDENT & TEACHING SUPPORT

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**Angie Cantera**  
Purchasing Specialist  
- Assist researchers in the preparation of engineering bid documents and coordinate the process from submission to product receipt.  
- Assist researchers in obtaining equipment/materials cost estimates.  
- Assist researchers in comparing pricing and specifications among multiple vendors.  
- Work within a budget to procure commonly used equipment, supplies, and services from vendors.  
- Manage the CEM Bench Stock and Tool Crib.  

**Anna Crowell**  
Technical Writer/Editor  
Harrington Hall  
anne.crowell@UND.edu  
701.317.5176  
- Edit for grammar, spelling, punctuation and correct structure of proposals, technical reports, and other research materials.  
- Provide support to CEM faculty/researchers in developing and writing supporting documentation for proposals and other research projects.  
- Provide support to the CEM Associate Dean for Research (ADR) in developing the research activities of the college.  

**Elle West**  
Grant Preparation Assistant  
Upson II, Room 160L  
elizabeth.o.west@und.edu  
701.317.5176  
- 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**  
Senior Post Award Analyst  
Upson II, Room 160J  
fredrick.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.  

**Deb Austreng**  
Director Of Alumni, Corporate & Public Relations  
Harrington Hall, Room 100E  
debra.austreng@UND.edu  
701.777.4249  
- Development/stewardship of relations between CEM alumni, corporations and foundations.  
- Identify, schedule and organize alumni activities for the purpose of development and stewardship and plan CEM special events.  
- Annual Giving campaign and Alumni Academy.  
- Write and assist with CEM press releases.  
- Interface with Marketing & Communications and media organizations for press releases, special events and announcements.  
- Produce the Engineering Magazine.  
- Maintain records for CEM alumni and corporate partners.  
- Stewardship calls, emails, & Thank-You’s to donors for gifts.  
- Schedule company info sessions.  

**Darin Buri**  
CEM Facility & Library Manager  
Leonard Hall, Room 328B  
darin.buri@UND.edu  
701.777.3221  
- Manage Geology Library.  
- Key & electronic access for all CEM.  
- CEM Safety Manager.  
- Coordinate building needs with Facilities.  
- Help in minor repair tasks related to building, instrumentation, and equipment upkeep.  
- Manage CEM phone lines.  
- CEM inventory, asset management & surplus property.  
- Act as a central contact point for external groups for tours of museum and coordinate students who lead them.  

**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.  

**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.  

**Tonya Parson**  
Finance Manager  
Upson II, Room 160  
tonya.parson@UND.edu  
701.777.6316  
- Provide leadership and oversight of financial operations for appropriated, local, grant, and alumni funds.  
- Liaison with UND Alumni Foundation.  
- Budget Development and Implementation.  
- Financial Analysis and Reporting.  

**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