ACADEMIC & GENERAL SUPPORT

MARY WINTERS
ONLINE SUPPORT SPECIALIST
CEC, Room 103E
701.777.2684
- Provide support to faculty regarding online lectures, blackboard, courses, etc.
- Blackboard support for uploading, downloading and printing exams
- Manages proctor waivers
- Ensure classes are scheduled in the appropriate rooms for recording purposes
- Request/add user when needed for TA
- Populate on-campus and DEDG groups in Blackboard for each course offered via distance

RESEARCH SUPPORT

ANNA CROWELL
TECHNICAL WRITER / EDITOR
IES - Collaborative Energy Complex
701.777.3417
- Edit for grammar, spelling, punctuation and correct structure of proposals, technical reports and other research-related correspondence
- 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

IT SUPPORT SERVICES

JORDAN EBERHARDT
ENGINEERING IT SERVICES COORDINATOR
Upson II, Room 103C
701.777.6108

ADAM LAWMAN
LINUX ADMINISTRATOR
Upson II, Room 116D
701.777.4722

OTHER SUPPORT

DEB AUSTRENG
DIRECTOR OF ALUMNI, CORPORATE & PUBLIC RELATIONS
Harrington Hall, Room 100E
701.777.4246
- 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, and Thank-You’s to donors for gifts
- Schedules company info sessions

ONLINE TEACHING SUPPORT

COURTENAY WHITE
ONLINE PROGRAMS COORDINATOR
CEC, Solberg Center
courtney.white@UND.edu
701.777.3412
- Online degree and professional certificate program coordination
- Provide services for online prospective & registered students
- Maintain current information for faculty and students for all online courses
- Provide information and technical support to students and faculty
- Provide access to the online learning environment for students
- Coordinate the online learning environment for students

KATHIE JOHNKE
ADMINISTRATIVE SUPPORT SPECIALIST
CEC, Solberg Center
701.777.2180
- College of Engineering & Mines reception
- Answering and directing all calls and emails for CEM
- Assist students in regard to advising appointments, financial aid, research opportunities, etc.
- Room & classroom scheduling
- Support student organization groups
- Coordinate student tours with Admissions

HUNTER SHERLOCK
CEM FACULTY SUPPORT SPECIALIST
Upson II, Room 105
701.777.3411
- Admin support for department chairs and faculty
- Maintain departmental Blackboard informational sites
- Coordinate and distribute mail and deliveries
- Liaison with Shared Service Center - procurement, P-cards, office supplies, food budgeting, travel expenses, etc.
- Supervise student employees for departments
- Support for research council

ANGIE LOCKWOOD
GRADUATE PROGRAMS COORDINATOR
Upson II, Room 160N
701.777.6489
- Graduate student communications
- Manage GTA/GPA appointments
- Track/manage tuition waivers and student progress
- Course/Co-op support - GR
- Coordinate travel in Minnesota Campus Connection
- Support for Grad Directors and Grad Committees
- Liaison with Grad School and International Center
- Recruiting and outreach to prospective students

KRISTIE WOLFF
UNDERGRADUATE PROGRAMS COORDINATOR
Upson II, Room 160M
701.777.5745
- Undergraduate student communications
- Courseleaf support - UG
- UG Course Management in Campus Connection
- Textbook orders for CEM
- Support for Academic Programs Committees
- Liaison with Academic Advisors
- Coordinate processing of student petition forms
- Support for accreditation activities and ABET Coordinator

DARIN BURI
CEM FACILITY & LIBRARY MANAGER
Leonard Hall, Room 326B
701.777.3221
- Manage Geology Library
- Key & electronic access for all CEM
- Coordinate building needs with Facilities
- Help in minor repair tasks related to building, instrumention, and equipmen 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
gwen.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
- Overseas Thank-You’s from scholarship recipients

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- Handle scholarships for all departments in addition to the college-wide scholarships
- Overseas Thank-You’s from scholarship recipients

ANNA LEDDGE
CHIEF BUSINESS OFFICER
Upson II, Room 165D
anna.leddge@UND.edu
701.777.3412
- Strategic financial planning for all internal funding
- Strategic financial planning of external funding
- Financial efficiency
- Space inventory and management