ACADEMIC & GENERAL SUPPORT

MARY WINTERS
 ONLINE SUPPORT SPECIALIST
 CEC, Room 103E
 701.777.2684
 mary.winters@UND.edu

- Provide support to faculty regarding online lectures, blackboard, courses, etc.
- Coordinate exams and proctors
- Grading support for faculty - printing/uploading/downloading
- Ensure classes are scheduled in the appropriate rooms for recording purposes
- Request/submit user when needed for TA
- Populate on-campus and DEEP groups in Blackboard for each course offered via distance

RESEARCH SUPPORT

ANNA CROWELL
 TECHNICAL WRITER / EDITOR
 Location: anna.crowell@UND.edu
 TBD

- 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 (ADP) in promoting the research activities of the college

KATIE JOHNE
 ADMINISTRATIVE SUPPORT SPECIALIST
 CEC, Solberg Center
 701.777.2180

- College of Engineering & Mines receptions
- Answering and directing all calls and emails for CEM
- Assist students in regard to advising appointments, registration issues, etc.
- Room & classroom scheduling
- Support student organization groups

TBD - SEE ANNA LEDDIGE
 CEM FACULTY SUPPORT SPECIALIST
 Upson II, 160N
 angela.j.olson@UND.edu

- Admin support for department chairs and faculty
- Maintain departmental Blackboard informational sites
- Coordinate and distribute mail and deliveries
- Liaison between CEM/VRRA/WI/Shared Service Center (SSC) for all CEM recruitments and hires
- Maintain personnel records for faculty as the official office of records for those files

ANGIE LOCKWOOD
 GRADUATE PROGRAMS COORDINATOR
 Upson II, 160N
 angela.lockwood@UND.edu

- Graduate Student communications
- Manage GTA/GRA appointments
- Track/manage tuition waivers and grad student progress
- Course/section support - CR
- Graduate Course Management in Campus Connection
- Support for Grad Directors and Grad Committees
- Liaison with Grad School and International Center
- Recruiting and outreach to prospective students

COURTENAY WHITE
 ONLINE PROGRAMS COORDINATOR
 CEC, Solberg Center
 courtenay.white@UND.edu

- Provide services for online prospective & registered students / All general communications
- Liaison to the UND Campus for the online engineering students and to represent CEM and CEM while promoting DEEP
- Update students on course & lab schedules and availability
- Prepare for summer laboratories on UND campus

KATHIE JOHNKE
 ADMINISTRATIVE SUPPORT SPECIALIST
 CEC, Solberg Center
 701.777.2180

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- Provide support to the CEM Associate Dean for Research (ADP) in promoting the research activities of the college

FREDERICK GIETZEN
 GRANT MANAGER / RESOURCE ANALYST
 Upson II, Room 160J
 frederick.gietzen@UND.edu

- CEM Research Support Unit (RSU) Finance: Sponsored Research Bookkeeping
- RSU: Payroll Budget Projection & Incumbent Coverage: Incumbents & Job Data, Payroll Reports
- RSU: HRMS/Payroll Services Remuneration, Payroll Reports, Payroll Corrections
- RSU: Tracking Cost Share and Supporting Cost Centers: Cost Share & Matching, Reconciles, Prepare Financial Statements
- RSU: Audit Support, Communication, Internal Controls, Meetings, Work Environment, Office Equipment, Records Management, Time Management, Incumbents & Job Data, Payroll Reports
- Liaison with Shared Service Center for grant-related activities

ANGIE OLSON
 GRANT MANAGER - IES
 CEC, Room 246
 701.777.5986
 angela.j.olson@UND.edu

- Grant Management for IES

TBD

- Assist faculty and staff in preparing and submitting external funding proposals
- Assist Associate Dean for Research and CEM faculty and researchers in identifying funding opportunities
- Provide technical information and assistance with Strategic Direction to ADP and PI
- Project and forecast CEM Resource availability
- Support faculty with Novelation

IT SUPPORT SERVICES

JORDAN EBERHARDT
 ENGINEERING IT SERVICES COORDINATOR
 Upson II, Room 162C
 jordan.eberhardt@UND.edu
 701.777.8108

- Development/maintenance 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 University Relations 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 for donors for gifts
- Schedules company info sessions

OTHER SUPPORT

DEB AUSTRENG
 DIRECTOR OF ALUMNI, CORPORATE & PUBLIC RELATIONS
 Harrington Hall, Room 100E
 debra.austreng@UND.edu
 701.777.4249

- Promotion of the College of Engineering & Mines through networking with alumni, corporations, and foundations
- Coordination of special events
- Serve as a liaison for CEM to individual companies and foundations
- Recruitment of alumni and corporate partners
- Stewardship calls, emails, & Thank-You’s for donors for gifts
- Schedules company info sessions

DARIN BURI
 CEM FACILITY & LIBRARY MANAGER
 Leonard Hall, Room 326B
 darin.buri@UND.edu
 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, instrumentation, and equipment upkeep
- Manage CEM lab 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, 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
- Oversees Thank-You’s from scholarship recipients

ANNA LEDDIGE
 CHIEF BUSINESS OFFICER
 Upson II, Room 165D
 anna.leddig@UND.edu
 701.777.3412

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

 FACULTY & STAFF SUPPORT DIRECTORY

A C A D E M I C  &  G E N E R A L  S U P P O R T

BRISS DONIS-VAN ASCH
 DEANS OFFICE SUPPORT SPECIALIST
 Upson II, Room 165C
 briss.donis@UND.edu
 701.777.3309

- Support and scheduling for Dean’s office
- Liaison between CEM/VRRA/WI/Shared Service Center (SSC) for all CEM recruitments and hires
- Maintain faculty/staff records including evaluations and P&T
- Coordinate Faculty Letters of Understanding (LOUs) process
- Liaison to Shared Service Center for travel and reimbursements for CEM
- Maintain personnel records for faculty as the official office of records for those files

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, registration issues, etc.
- Room & classroom scheduling
- Support student organization groups

TBD - SEE ANNA LEDDIGE
 CEM FACULTY SUPPORT SPECIALIST
 Upson II, 160N
 angela.j.olson@UND.edu

- Admin support for department chairs and faculty
- Maintain departmental Blackboard informational sites
- Coordinate and distribute mail and deliveries
- Liaison between 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, 160N
 angela.lockwood@UND.edu

- Graduate Student communications
- Manage GTA/GRA appointments
- Track/manage tuition waivers and grad student progress
- Course/section support - CR
- Graduate Course Management in Campus Connection
- Support for Grad Directors and Grad Committees
- Liaison with Grad School and International Center
- Recruiting and outreach to prospective students

KIRSTIE WOLFF
 UNDERGRADUATE PROGRAMS COORDINATOR
 Upson II, 160M
 kirstie.wolff@UND.edu

- Undergraduate Student communications
- Course/section support - CR
- UG Course Management in Campus Connection
- Textbook orders for CEM
- Support for Academic Programs Committee
- Liaison with Academic Advisors
- Coordinate processing of student petition forms
- Coordinate student tours with Admissions
- Support for accreditation activities and ABET Coordinator

ONLINE TEACHING SUPPORT

COURTENAY WHITE
 ONLINE PROGRAMS COORDINATOR
 CEC, Solberg Center
 courtenay.white@UND.edu

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- Update students on course & lab schedules and availability
- Prepare for summer laboratories on UND campus