ACADEMIC & GENERAL SUPPORT

Ron Ahlstrom
Deans Office Support Specialist
Upson II, Room 165C
- ronald.ahlstrom@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 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

Agnes Carlson
Department Support Specialist - ChE & SEECS & BE
Upson II
- agnes.carlson@UND.edu
  • Department Student Support
  • Liaison with Shared Service Center - procurement, P-cards, office supplies, food
  • 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
- joseph.egan@UND.edu
- 701.777.3876
  • Department Student Support
  • Liaison with Shared Service Center - procurement, P-cards, office supplies, food
  • 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

STUDENT & TEACHING SUPPORT

Angie Lockwood
Academic Programs Coordinator
Upson II, 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

Joey Melicher
Department Support Specialist - GGE, PE & IES
Upson II
- joseph.melicher@UND.edu
- 701.777.3876
  • Department Student Support
  • Liaison with Shared Service Center - procurement, P-cards, office supplies, food
  • 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

Hunter Sherlock
CEM Faculty Support Manager
Upson II, Room 165
- hunter.sherlock@UND.edu
- 701.777.3411
  • Liaison between CEM/VPA/HR/Shared Service Center (SSC) for all CEM Graduate and Undergraduate Student Employees recruitments and hires
  • Liaison with Resource, Planning & Allocation; Shared Service Center & CEM – Budget
  • Personnel management of Department Support Specialist(s) and student employees
  • Liaison with Shared Service Center - procurement, P-cards, office supplies, food, budgeting, travel expenses, etc.
  • Admin support for department chairs and faculty
  • Manage tuition waivers
  • Coordinate and distribute mail and deliveries

Kathie Johnke
Administrative Support Specialist
CEC, Solberg Center
- 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, Solberg Center
- 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
**Research Support**

**Anna Crowell**  
Technical Writer/Editor  
IES - Collaborative Energy Complex  
anna.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

**Hailey Fentem**  
Grant Preparation Assistant  
Upson II, Room 160L  
hailey.fentem@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 closeout.
- Incumbents & Job Data Reports (projecting year into future)
- Tracking Cost Share and matching funds
- Supporting Cost Centers
- Audit Support and Internal Controls

**Deb Austreng**  
Director Of Alumni, Corporate & Public Relations  
Harrington Hall, Room 100E  
deb.caustreng@UND.edu  
701.777.4249

- Development/stewardship of relationships 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
- Schedules company info sessions

**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.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

**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

**Annie Olson**  
Grant Manager - IES  
CEC, Room 246  
angela.j.olson@UND.edu  
701.777.5988

- Assist PIs managing their whole research portfolio (grants, F&A, research match, appropriated research salary)
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**Adam Lawman**  
Linux Administrator  
Upson II, Room 162  
adam.lawman@UND.edu  
701.777.4722

- Maintain records for CEM alumni and corporate partners
- Stewardship calls, emails, & Thank-You’s to donors for gifts
- Schedules company info sessions

**IT Support Services**

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

- 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

**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
- 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

**Deb Austreng**  
Outreach, Recruitment / Retention Specialist  
Harrington Hall, Room 100B  
gwendolyn.klawon@UND.edu  
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