

ACADEMIC & GENERAL SUPPORT

Briss Donis-Van Asch

Deans Office Support Specialist

Upton II, Room 165C

✉ briss.donis@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 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

Hunter Sherlock

CEM Faculty Support Manager

Upton II, Room 165

✉ hunter.sherlock@UND.edu
☎ 701.777.3411

- Liaison between CEM/VPAA/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

Joseph Egan

Department Support Specialist - ME & CE

Upton II

✉ joseph.egan@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

Angie Lockwood

Academic Programs Coordinator

Upton 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

STUDENT & TEACHING SUPPORT

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

Frederick Gietzen

Grant Manager / Resource Analyst

Upton 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

Angie 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)
- 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

Hailey Fentem

Grant Preparation Assistant

Upton 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

IT SUPPORT SERVICES

Jordan Eberhardt

Engineering IT Services Coordinator

Upton II, Room 162C

✉ jordan.eberhardt@UND.edu
☎ 701.777.6108

Adam Lawman

Linux Administrator

Upton II, Room 162

✉ adam.lawman@UND.edu
☎ 701.777.4722

OTHER SUPPORT

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
- 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
- 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, 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

Upton 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