**ACADEMIC & GENERAL SUPPORT**

**TBD**

Deans Office Support Specialist  
Upson II, Room 165C  
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  
Upson 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

**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

**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 Astra and Registrar’s Office to optimize classroom usage

**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

**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 Astra and Registrar’s Office to optimize classroom usage

**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

**Courtney White**  
Online Programs Coordinator  
CEC, Solberg Center  
courtenay.white@UND.edu  
701.777.4333

- Provide services for online prospective & registered students
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- Assist with online course creation
- Exam creation/posting in Blackboard
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**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

**FACULTY & STAFF SUPPORT DIRECTORY**
**RESEARCH SUPPORT**

**Anna Crowell**  
Technical Writer/Editor  
IES - Collaborative Energy Complex  
Email: anna.crowell@UND.edu  
Phone: 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  
Upson II, Room 160J  
Email: frederick.gietzen@UND.edu  
Phone: 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  
Email: angela.j.olson@UND.edu  
Phone: 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  
Upson II, Room 160L  
Email: hailey.fentem@UND.edu  
Phone: 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

**OTHER SUPPORT**

**Deb Austreng**  
Director Of Alumni, Corporate & Public Relations  
Harrington Hall, Room 100E  
Email: debra.austreng@UND.edu  
Phone: 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

**Darin Buri**  
CEM Facility & Library Manager  
Leonard Hall, Room 326B  
Email: darin.buri@UND.edu  
Phone: 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  
Email: gwendolyn.klawon@UND.edu  
Phone: 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  
Email: anna.leddige@UND.edu  
Phone: 701.777.3412  
- Strategic financial planning for all internal funding  
- Strategic financial planning of external funding  
- Financial efficiency  
- Space inventory and management

**IT SUPPORT SERVICES**

**Jordan Eberhardt**  
Engineering IT Services Coordinator  
Upson II, Room 162C  
Email: jordan.eberhardt@UND.edu  
Phone: 701.777.8108

**Adam Lawman**  
Linux Administrator  
Upson II, Room 162  
Email: adam.lawman@UND.edu  
Phone: 701.777.4722

**Amber Austreng**  
Director of Development  
Harrington Hall, Room 100D  
Email: amber.austreng@UND.edu  
Phone: 701.777.3390

**Erika Lawman**  
Linux Administrator  
Upson II, Room 162  
Email: erika.lawman@UND.edu  
Phone: 701.777.4722