

FACULTY & STAFF SUPPORT DIRECTORY

ACADEMIC & GENERAL SUPPORT

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/VPAA/HR/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

✉ 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

TBD - SEE ANNA LEDDIGE CEM FACULTY SUPPORT SPECIALIST

- 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, 160N

✉ angela.lockwood@UND.edu

☎ TBD

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

KRISTIE WOLFF UNDERGRADUATE PROGRAMS COORDINATOR

Upson II, 160M

✉ kristie.wolff@UND.edu

☎ 701.777.2571

- Undergraduate Student communications
- Courseleaf support - UG
- 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

☎ 701.777.4333

- Provide services for online prospective & registered students / All general communications
- 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
- Prepare for summer laboratories on UND campus

MARY WINTERS ONLINE SUPPORT SPECIALIST

CEC, Room 103E

✉ mary.winters@UND.edu

☎ 701.777.2684

- 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/add user when needed for TA
- Populate on-campus and DEDP 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 (ADR) in promoting the research activities of the college

FREDERICK GIETZEN GRANT MANAGER / RESOURCE ANALYST

Upson II, Room 160J

✉ frederick.gietzen@UND.edu

☎ 701.777.3147

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

ANGIE OLSON GRANT MANAGER - IES

CEC, Room 246

✉ angela.j.olson@UND.edu

☎ 701.777.5988

- Grant Management for IES

TBD PRE-AWARD PLANNER

- 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 ADR and PIs
- Project and forecast CEM Resource availability
- Support faculty with Novelution

IT SUPPORT SERVICES

JORDAN EBERHARDT ENGINEERING IT SERVICES COORDINATOR

Upson II, Room 162C

✉ jordan.eberhardt@UND.edu

☎ 701.777.6108

ADAM LAWMAN LINUX ADMINISTRATOR

Upson 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 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 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
- 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

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