



TO: All Graduate Students
FROM: Soyoung Carpenter
DATE: August 19, 2019
SUBJECT: Getting to know the School of Earth Sciences administrative staff

Welcome incoming graduate students and welcome back current/returning graduate students. I have listed some of the responsibilities of the School's staff and some of the office policies. Hopefully the following information will be helpful.

Soyoung Carpenter (*Administrative Manager*) - 275N Mendenhall - (614-688-2884)

Handles the following:

- Oversees the overall daily operations of the School's Office
- Handles human resources, budget, financials and general concerns within the School

Information for Students:

- Payroll - You are encouraged to complete paperwork for direct deposit – The University no longer issues checks - we are paperless. If you hold a Graduate Associate appointment, you will receive your paycheck on the last working day of each month. Please refer to your contract for your appointment dates.
- ID and Parking Permits - You should be able to get your Buckeye ID - Ohio Union, and your Parking Permit - Gateway Plaza, 1560 N. High St., if you have an active appointment.

Front Office Staff (*Angie Rogers and student staff*) - 275 Mendenhall - Main Office (614-292-2721)

Handles the following:

- General questions
- Orders supplies
- Scheduling below Conference Rooms:
 - 251 Orton Hall
 - 233 Mendenhall Laboratory
 - 291 Mendenhall Laboratory
- Faculty & Staff E-mail & Office Directories
(make sure that you give us your e-mail address so that you can be listed on our directory and so that you can receive e-mails that are sent to groups)
- Mailboxes - You all have mailboxes in the Carman Room, 274 Mendenhall Laboratory. This is where your campus and U.S. mail, memos, etc. are placed.

Angie Rogers (*Graduate Specialist*) - 275K Mendenhall - Main Office (614-292-8746)

Handles the following:

- Graduate general questions
- Graduate requirements
- Proposal requirements
- Graduate forms
- Graduate materials, etc.



Theresa Mooney (*Fiscal Program Coordinator*) - 275E Mendenhall - Main Office (614-292-6628).

Handles the following:

- Financial matters in relation to Office of Sponsored Programs grants
- Equipment/Inventory
- Travel Request
- eRequest
- Procurement
- Reimbursements

Information for Students:

- Travel (with University or Office of Sponsored Programs funds) - **ALL TRAVEL MUST BE PRE-APPROVED AND HAVE A TRAVEL # FROM THE TRAVEL OFFICE BEFORE THE TRIP IS TAKEN**
- FOH (Friends of Orton Hall Fund applications) - for support for fieldwork, sample analysis and travel for poster at a conference. You can get a form from Dr. Mike Barton (301 Mendenhall).

Daniel Dunlap (*Space Management Coordinator*) – 275Q Mendenhall (614-292-7643)

Handles the following:

- Mendenhall Laboratory building coordinator
- Various building/maintenance issues
- Key requests
- Vans
- Equipment/inventory/surplus
- Classroom AV/projectors/etc
- Department poster printing
- Department website management

Chris Cox (*Instructional Lab Supervisor*) – 200H Mendenhall Lab (614-688-2355)

Handles the following:

- Supervise graduate and undergraduate teaching assistants
- Write/edit/revise lab manuals and electronic labs for ES 1100, 1121, and 1122
- Maintain materials, equipment, and samples in teaching laboratories
- Backup to Dr. Panero for SES room and course scheduling

Brent Curtiss (*ASC Technology Systems Manager*)- 200A Mendenhall Lab (614-688-3758)

Handles the following:

- Brent is the designated ASC Technology Systems Manager for School of Earth Sciences. He handles IT related request for the school.

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ITEMS YOU MIGHT HAVE QUESTIONS ABOUT

FAXing - We can fax your information on campus and locally with no charge to you. We can also receive incoming faxes with no charge to you. But, you are responsible for the cost of outgoing, personal, long-distance faxes.

Copying Done by the Office Staff - The office staff is here to help you in any way possible, within reason. If you need the office staff to make copies of your handouts or exams, please provide your work within two university business days. Our hours are:

- Autumn and spring semester 8:00 a.m. until 5:00 p.m. M-F
- Summer semester 7:30 a.m. until 4:30 p.m. M-F

Letterhead and Letterhead Envelopes - The University rule is that these items are not to be used by students. If you feel that an exception should be made, please contact SES office staff.

Office Staff in Orton Hall - Access to Orton Hall Office - Student employees will occasionally staff the Orton Hall office.

Again, welcome and welcome back!