Welcome incoming students and welcome back current/returning students, faculty and staff. I have listed a summary of the responsibilities of the School’s staff and office policies. Hopefully the following information will be helpful.

**Admin Staff** – if you need help with below items please email ses_admin-staff@lists.osu.edu

Handles the following:

- General questions
- Faculty & Staff E-mail, website and Office Directories
- School building and room Key/BASIS requests
- Mailboxes - You have mailboxes in the Carman Room, 274 Mendenhall Laboratory.
- School poster printing
- Orders supplies
- Scheduling below Conference Rooms:
  - 233 Mendenhall Laboratory
  - 291 Mendenhall Laboratory

**Soyoung Carpenter** (Administrative Manager) - 275N Mendenhall - (614-688-2884)
carpenter.634@osu.edu

Handles the following:

- Oversees the overall daily operations of the School’s Office
- Manages Human Resources, Budget, Financials and general concerns within the School
- Reviews and approves school travel and procurement requests
- Mendenhall Laboratory building coordinator
- Manages School website along with School Communication team

**Angie Rogers** (Graduate Specialist) - 275K Mendenhall - Main Office (614-292-8746)
rogers.399@osu.edu

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)*
mooney.175@osu.edu

Handles the following:
- Asset manager for Equipment/Inventory/Surplus
- Work with ASC IT on Data security compliance with export controls for portal equipment
- Financial matters in relation to Office of Sponsored Programs awards
- Travel, Procurement and Reimbursement arrangements/inquiries
- Coordinates and facilitate Friends of Orton Hall support funds
- School Van arrangements/inquiries

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 conference travel.

Chris Cox *(Instructional Lab Supervisor)* – 200H Mendenhall Lab *(614-688-2355)*
Cox.1@osu.edu

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

Karen L Royce *(Senior Undergraduate Academic Advisor)* – 275C Mendenhall Lab *(614-247-7172)*
royce.6@osu.edu

Handles the following:
- Undergraduate student advising
- Resource – Questions undergraduates may have about Earth Sciences as major or minor and general OSU information.

Brent Curtiss *(ASC Technology Systems Manager)* - 200A Mendenhall Lab *(614-688-3758)*
asctech@osu.edu

Handles the following:
- Brent is the designated ASC Technology Systems Manager for School of Earth Sciences. He handles IT related request for the school.
- Software purchases and requests
- Purchasing Computer/laptop consulting so it is in compliance with OSU data security

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Again, welcome and welcome back!