



TO: Earth Sciences Faculty, Student and Staff
FROM: Soyoung Carpenter
DATE: August 31st, 2021
SUBJECT: Getting to know the School of Earth Sciences administrative staff

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.

If you need help with below items please email ses_admin-staff@lists.osu.edu

- General questions regarding the school

*To schedule below **Conference Rooms** please submit a request by going to the SES Website <https://earthsciences.osu.edu/internal/room-reservation>*

- 233 Mendenhall Laboratory
- 291 Mendenhall Laboratory
- 02D Orton Hall

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 Budget, Financials and general concerns within the School
- Reviews and approves school travel and procurement requests
- Travel, Procurement and Reimbursement arrangements/inquiries
- Mendenhall Laboratory building coordinator
- Manages School website along with School Communication team
- Faculty & Staff E-mail, website and Office Directories
- School building and room BASIS requests
- Administrative contact for Spring Banquet Awards
- Administrative contact for Friends of Orton Grant award

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

Handles the following:

- General front office questions and order's office supplies
- School building and room BRASS Key requests
- Mailboxes – Graduate students have mailboxes in Carman Room, 274 Mendenhall Laboratory.
- Administrative contact for Perspective Student week
- Administrative contact for On boarding incoming Graduate student
- Administer GTA/GRA/GAA appointment
- Graduate general questions, requirements, forms and materials.
- Proposal requirements



Benjamin Hildebrandt (*Fiscal Associate*) – 275K Mendenhall - Main Office (614-292-6628)

Handles the following:

- School Purchasing Card Manager
- Administrative contact for Earth Sciences Class purchasing and travel
- Administrative contact for 8898 Seminars
- Administrative contact for Advisory Board meeting purchasing and travel
- School Van arrangements/inquiries
- Asset manager for Equipment/Inventory/Surplus
- Work with ASC IT on Data security compliance with export controls for portal equipment

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. Liz Griffith for SES room and course scheduling

Sue Welch (*Research Scientist and Lab coordinator*)

Handles the following:

- Advise and assist lab experiments for graduate students
- Building coordinator for school labs
- BASIS access for Lab

Casey Saup (*Service Lecturer for Outreach and Engagement*) cell 614-302-1275

saup.4@osu.edu

Handles the following:

- Website for graduate and undergraduate program
- Communications
- Alumni News Notes
- Social Media
- General out reach
- Poster printing for school class and outreach activates

Cristina Millan (*Service Lecturer for Field Camp*) millan.2@osu.edu

Handles the following:

- Administrative contact for EARTHSC 5189.01 and .02 purchasing and travel
- Administrative contact for Field Camp Conference

Kimberly Steele (*HR consultant*)

Handles the following:



- Kim is the designated HR person for School of Earth Sciences. She handles HR related request for the school.
- All HR and payroll inquiries should be directed to [HR Connection](#), Ohio State's new shared services operation and primary point of contact for HR and Payroll needs. Active Ohio State employees may reach HR Connection via phone, email or through the HR Connection Portal. Non-active employees and vendors may contact HR Connection via phone and email.

Brent Curtiss (*ASC Technology Systems Manager*) – 230C Mendenhall Lab (614-688-3758)
ascstech@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

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.

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Again, welcome and welcome back!