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 broad questions regarding the school, please email ses_admin-staff@lists.osu.edu

To schedule school Conference Rooms listed below, please submit a request using the Earth Sciences Website https://earthsciences.osu.edu/internal/room-reservation

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

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

- Oversees administrative operations of Earth Sciences
- Manages School Budget and Financials
- Reviews and approves Travel, Procurement, and Reimbursement requests
- Mendenhall Laboratory building coordinator
- Maintains School website
- Maintains Faculty & Staff Email
- Maintains BUCKID requests for School building and rooms
- Administrative contact for Spring Banquet Awards
- Administrative contact for Friends of Orton Grant award
- Administrative contact for Bownacker Lecturer

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

- Maintain School front office by addressing broad questions, managing front office student staff, and ordering office supplies
- Manages BRASS Key requests School building and rooms
- Manages mailboxes. Graduate students have mailboxes in Carman Room, 274 Mendenhall Laboratory.
- Administrative contact for Perspective Student week
- Administrative contact for onboarding incoming Graduate student
- Administer GTA/GRA/GAA/Fellowship/Summer associate appointments
- Address broad questions, requirements, forms, and materials related to the graduate program by supporting the Associate Director for Graduate Students
Benjamin Hildebrandt *(Fiscal Associate) – 275K Mendenhall Laboratory - Main Office (614-292-6628) hildebrandt.31@osu.edu*

- Manages School Purchasing Card Manager
- Administrative contact for Earth Sciences Purchasing and Travel related to school classes and outreach activities
- Administrative contact for 8898 Seminars
- Manages 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 *(Assistant Professor and Instructional Lab Supervisor) – 200H Mendenhall Laboratory (614-688-2355) Cox.1@osu.edu*

- Supervise graduate and undergraduate teaching assistants
- Write/edit/revise lab manuals and electronic labs for ES 1200, 1121 and 2122
- Maintain materials, equipment, and samples in teaching laboratories
- Backup to Dr. Liz Griffith for SES classrooms and course scheduling

TBD *(HR consultant) hathaway.156@osu.edu*

- Designated HR person for the School of Earth Sciences. She handles HR related requests for the school.
- All HR and payroll inquiries should be directed to [HR Connection](mailto:hrconnection@osu.edu), Ohio State’s 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 Laboratory (614-688-3758) asctech@osu.edu*

- The designated ASC Technology Systems Manager for the School of Earth Sciences. He handles IT-related requests for the school.
- Software purchases and requests
- Computer hardware purchases

Sue Welch *(Research Scientist and Lab coordinator) welch.318@osu.edu*

- Advise and assist lab experiments for graduate students
- Main contact for school labs maintenance and access
- Maintains BUCKID requests for school laboratories

Casey Saup *(Lecturer and contact for Outreach and Engagement)- 200P Mendenhall Laboratory - cell 614-302-1275 saup.4@osu.edu*

- Maintain website for graduate and undergraduate program
- Manages school Communications and social media
- Administer contact for Earth Sciences Alumni News Notes
- Administer contact for outreach activities related to schools
Dale Gnidovec *(Orton Museum Collection Manager)* [gnidovec.1@osu.edu](mailto:gnidovec.1@osu.edu)
- Caring for over 50,000 rocks, minerals, and fossils, making sure the specimens
- Give guided tours of the exhibit hall
- Identify rocks, minerals, fossils, and bones for the public
- Giving talks and hosting tables of Museum specimens at schools, parks, nature centers, libraries, and retirement communities

Cristina Millan *(Lecturer and Administrator for Field Camp)* [millan.2@osu.edu](mailto:millan.2@osu.edu)
- Administrative contact for EARTHSC 5189.01 and .02 purchasing and travel
- Administrative contact for Advisory Board meeting purchasing and travel

Analeisia Elder *(ASC Sr. Grants and Contract Specialist)* - *200F Mendenhall Laboratory* [elder.236@osu.edu](mailto:elder.236@osu.edu)
- The designated ASC Sr. Grants and Contract Specialist for the School of Earth Sciences.
- Handle pre and post award activities.
- Develop proposals, financial forecasting, and effort planning.
- The Specialist will collaborate with Department, College, and Office of Research staff to make sure that all grant activities are compliant under all relevant policies, procedures, and best practices

Karen L Royce *(Senior Undergraduate Academic Advisor)* – *275C Mendenhall Laboratory* *(614-247-7172)* [royce.6@osu.edu](mailto:royce.6@osu.edu)
- Undergraduate student advising
- Resource – Questions undergraduates may have about Earth Sciences as major or minor, or certificates offered by Earth Sciences, and general OSU information.

Patti Dittoe *(Geology Library Supervisor - Building Coordinator for Orton Hall)* – *180 Orton Hall Laboratory* [dittoe.1@osu.edu](mailto:dittoe.1@osu.edu)
- Building Coordinator for Orton Hall
- Main contact for the Geology Library

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Again, welcome, and welcome back!