



TO: Earth Sciences Faculty, Student and Staff
FROM: Soyoung Carpenter
DATE: August 18th, 2023
SUBJECT: Getting to know the School of Earth Sciences 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.

If you need help with **broad questions**, 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 (*School 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 E-mail list.
- Maintains BUCKID requests for School building and rooms.
- Administrative contact for Friends of Orton Grant award

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. Ashley Griffith for SES classrooms and course scheduling.

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

Patti Dittoe (*Geology Library Supervisor - Building Coordinator for Orton Hall*) – 180 Orton Hall Laboratory dittoe.1@osu.edu

- Building Coordinator for Orton Hall.
- Main contact for the Geology Library.



Analeisia Elder (*ASC Sr. Grants and Contract Specialist*) - 200F Mendenhall Laboratory
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.

Dale Gnidovec (*Orton Museum Collection Manager*) gnidovec.1@osu.edu

- Caring for over 50,000 rocks, minerals, and fossils, making sure the specimens available for teaching, research & display.
- Give guided tours of the exhibit hall for school classes, Scouts, OSU students & staff, and other groups.
- Identify rocks, minerals, fossils, teeth, and bones for the public.
- Giving talks and hosting tables of Museum specimens at schools, parks, nature centers, libraries, and retirement communities.

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 teaching 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.

Cristina Millan (*Lecturer*) millan.2@osu.edu

- Administrative contact for EARTHSC 5189.01 and .02 for purchasing and travel.
- Administrative contact for Alumni events and Advisory Board meeting

Angie Rogers (*Administrative Assistant, 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 students.
- 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.



Karen L Royce (*Lead Undergraduate Academic Advisor*) – 275C Mendenhall Laboratory (614-292-6961) 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.

Brittany Shelton (*Chair's Administrative Assistant, split position with Statistics*) -275Q Mendenhall Laboratory (614-247-1656) shelton.308@osu.edu

- Assist Faculty Promotion and Tenure.
- Administrative contact for faculty hires.
- Assistant to School Director.
- Administrative contact for Spring Banquet Awards.
- Administrative contact for Bownocker Lecturer
- Help maintain School Website.

Kim Steele (*HR consultant*)- steele.663@osu.edu

- Designated HR person for the School of Earth Sciences. She handles HR related requests for the school and the university.
- All HR and payroll inquiries should be directed to HR Connection, 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.

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

- Design and create content for Earth Sciences website.
- Manages school communications and social media.
- Administer contact for Earth Sciences Alumni News Notes
- Administer contact for outreach activities.
- Manages school transfer credit for students.

Sue Welch (*Research Scientist*) 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.

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Again, welcome, and welcome back!