**ACADEMIC & GENERAL SUPPORT**

**BRISS DONIS-VAN ASCH DEANS OFFICE SUPPORT SPECIALIST**  
Upson II, Room 163C  
[briss.donis@UND.edu](mailto:briss.donis@UND.edu)  
701.777.3309

- Support and scheduling for Dean’s office  
- Liaison between CEM/VPRA/WR/Shared Service Center (SSC) for all CEM recruitments and hires  
- Maintain faculty/staff records including evaluations and P&T  
- Coordinate Faculty Letters of Understanding (LOUs) process  
- Liaison to Shared Service Center for travel and reimbursements for CEM  
- Maintain personnel records for faculty as the official office of records for those files

**KATHIE JOHNKE ADMINISTRATIVE SUPPORT SPECIALIST**  
CEC, Solberg Center  
[kathie.johnke@UND.edu](mailto:kathie.johnke@UND.edu)  
701.777.2180

- College of Engineering & Mines reception  
- Answering and directing all calls and emails for CEM  
- Assist students in regard to advising appointments, registration issues, etc.  
- Room & classroom scheduling  
- Support student organization groups

**ANGIE LOCKWOOD GRADUATE PROGRAMS COORDINATOR**  
Upson II, 160N  
[angela.lockwood@UND.edu](mailto:angela.lockwood@UND.edu)  
TBD

- Graduate Student communications  
- Manage GTA/GRA appointments  
- Track/manage tuition waivers and grad student progress  
- Coursework support - GR  
- GR Course Management in Campus Connection  
- Support for Grad Directors and Grad Coordinators  
- Liaison with Grad School and International Center  
- Recruiting and outreach to prospective students

**KRISTIE WOLFF UNDERGRADUATE PROGRAMS COORDINATOR**  
Upson II, 160M  
[kristie.wolff@UND.edu](mailto:kristie.wolff@UND.edu)  
701.777.2971

- Undergraduate Student communications  
- Coursework support - UG  
- UG Course Management in Campus Connection  
- Textbook orders for CEM  
- Support for Academic Programs Committees  
- Liaison with Academic Advisors  
- Coordinate processing of student petition forms  
- Coordinate student tours with Admissions  
- Support for accreditation activities and ABET Coordinator

**MARY WINTERS ONLINE SUPPORT SPECIALIST**  
CEC, Room 103E  
[mary.winters@UND.edu](mailto:mary.winters@UND.edu)  
701.777.2684

- Provide support to faculty regarding online lectures, blackboard, coursework, etc.  
- Coordinate exams and proctors  
- Grading support for faculty - printing/uploading/downloading  
- Ensure classes are scheduled in the appropriate rooms for recording purposes  
- Request/submit user when needed for TA  
- Populate on-campus and EEED groups in Blackboard for each course offered via distance

**RESEARCH SUPPORT**

**ANNA CROWELL TECHNICAL WRITER / EDITOR**  
[annacrowell@UND.edu](mailto:annacrowell@UND.edu)  
TBD

- Edit for grammar, spelling, punctuation and correct structure of proposals, technical reports, etc.  
- Research and related correspondence developed by CEM faculty and research staff, including providing assistance with formatting documents  
- Provide support to CEM faculty/researchers in developing and writing supporting documentation for proposals and other research publications  
- Provide support to the CEM Associate Dean for Research (ADR) in promoting the research activities of the college

**FREDERICK GIETZEN GRANT MANAGER / RESOURCE ANALYST**  
Upson II, Room 160J  
[fred.gietzen@UND.edu](mailto:fred.gietzen@UND.edu)  
701.777.3147

- CEM Research Support Unit (RSU) Finance: Sponsored Research Bookkeeping  
- RSU: Payroll Budget Projection & Incumbent Coverage: Incumbents & Job Data, Payroll Reports  
- RSU: HMRS/Payroll Services Remuneration, Payroll Reports, Payroll Corrections  
- RSU: Tracking Cost Share and Supporting Cost Centers: Cost Share & Matching, Reconciles, Prepare Financial Statements  
- RSU: Audit Support, Communication, Internal Controls, Meetings, Work Environment, Office Equipment, Records Management, Time Management, Incumbents & Job Data, Payroll Reports  
- Liaison with Shared Service Center for grant-related activities

**ANGE OLSON GRANT MANAGER - IES**  
CEC, Room 246  
[angela.olson@UND.edu](mailto:angela.olson@UND.edu)  
701.777.5986

- Grant Management for IES

**TBD PRE-AWARD PLANNER**

- Assist faculty and staff in preparing and submitting external funding proposals  
- Assist Associate Dean for Research and CEM faculty and researchers in identifying funding opportunities  
- Provide technical information and assistance with Strategic Direction to ADI and PI  
- Project and forecast CEM Resource availability  
- Support faculty with Novation

**ONLINE TEACHING SUPPORT**

**COURTENAY WHITE ONLINE PROGRAMS COORDINATOR**  
CEC, Solberg Center  
[courtenay.white@UND.edu](mailto:courtenay.white@UND.edu)  
701.777.4333

- Provide services for online prospective & registered students / All general communications  
- Liaison to the UND Campus for the online engineering students and to represent UND and CEM while promoting DEEP  
- Update students on course & lab schedules and availability  
- Prepare for summer laboratories on UND campus

**IT SUPPORT SERVICES**

**JORDAN EBERHARDT ENGINEERING IT SERVICES COORDINATOR**  
Upson II, Room 162C  
[jordan.eberhardt@UND.edu](mailto:jordan.eberhardt@UND.edu)  
701.777.8108

**ADAM LAWMAN LINUX ADMINISTRATOR**  
Upson II, Room 162  
[adam.lawman@UND.edu](mailto:adam.lawman@UND.edu)  
701.777.4722

**OTHER SUPPORT**

**DEB AUSTRENG DIRECTOR OF ALUMNI, CORPORATE & PUBLIC RELATIONS**  
Harrington Hall, Room 100E  
[debra.austreng@UND.edu](mailto:debra.austreng@UND.edu)  
701.777.4249

- Develop and maintain a database of relations between CEM alumni, corporations and foundations  
- Identify, schedule and organize alumni activities for the purpose of development and stewardship and plan CEM special events  
- Annual Giving campaign and Alumni Alumni  
- Write and assist with CEM press releases  
- Interface with University Relations and media organizations for press releases, special events and announcements  
- Produce the Engineering Magazine  
- Maintain records for CEM alumni and corporate partners  
- Stewardship calls, emails, & Thank-You’s for donors  
- Schedules company info sessions

**DARIN BURI CEM FACILITY & LIBRARY MANAGER**  
Leonard Hall, Room 352B  
[darin.buri@UND.edu](mailto:darin.buri@UND.edu)  
701.777.3221

- Manage Geology Library  
- Key & electronic access for all CEM  
- Coordinate building needs with Facilities  
- Help in minor repair tasks related to building, instrumentation, and equipment upkeep  
- Manage CEM lab lines  
- CEM inventory, asset management & surplus property  
- Act as a central contact point for external groups for tours of museum and coordinate students who lead them

**GWEN KLAWN OUTREACH, RECRUITMENT / RETENTION SPECIALIST**  
Harrington Hall, Room 100B  
[gwen.klawon@UND.edu](mailto:gwen.klawon@UND.edu)  
701.777.3390

- Identify and recruit high-quality students for engineering and geology programs at UND  
- Promote UND CEM, the profession of engineering, and the study of engineering, science, and math to K-12 and community college students and the general public  
- Coordinate retention activities and other student services for students across CEM  
- Handle scholarships for all departments in addition to the college-wide scholarships  
- Oversee Thank-You’s from scholarship recipients

**ANNA LEDDIGE CHIEF BUSINESS OFFICER**  
Upson II, Room 165D  
[anna.leddige@UND.edu](mailto:anna.leddige@UND.edu)  
701.777.3412

- Strategic financial planning for all internal funding  
- Strategic financial planning of external funding  
- Financial efficiency  
- Space inventory and management