

Instructional and Research Services

Michael Harrell ☞
Scientific Instruction Designer

Management of undergraduate and graduate instructional labs, recommending experiments, maintain lab equipment and recommend equipment purchases, prepare materials for lab exercises, and ensure that lab practices are in compliance with UW policies.

Ken Creager
Chair, ESS

David Catling
Associate Chair (Graduate Program)

Gerard Roe
Associate Chair (Undergraduate Program)

Assistant to Chair

Michelle Barr ☞
Assistant to the Chair (Interim)

Academic Human Resources, visa processing, ASE appointments, faculty meetings, awards and scholarships, advancement and development, back-up on pre-award grant application processing, teaching matrix and time schedule production

Vacant
Administrative Assistant 3

Office Reception, Classroom Reservations, CAAMS Building Security System, Copiers, Equipment Check-out, Mail, Keys, Office Supply Purchasing, Printers, Records Management & Storage, Shipping, Event Planning, Bulletin Boards.

Auria Coons-Hale
Student Assistant

Assists in the duties of the office

Maria Gloria
Student Assistant

Assists in the duties of the office

Taylor Hamilton
Student Assistant

Assists in the duties of the office

Hirotohi Maeda
Student Assistant

Assists in the duties of the office

Niamh Murphy
Student Assistant

Assists in the duties of the office

Administration

Scott Dakins ☞
Administrator (Interim)

Business, personnel, financial, and operations manager for the Department.

Simon Anderson
Student Assistant

Assists in the duties of Administrative tasks

Vacant
Fiscal Analyst

Database design and maintenance, grant reconciliation, state budget reconciliation, Department billings & invoices
Fiscal duties (CTIs, JVs, ISDs)
Automation development, backup for OA3 and Procard Purchases

Kathy Gabriel
Fiscal Specialist Supervisor

Payroll, pre- and post-award grants management, procard reconciliation, department petty cash account, travel approvals (grants and state budgets) UWATS codes, FEC and GCCR processes. Backup on travel reimbursement.

Eunice Yang
Fiscal Specialist 2

Purchasing, travel, petty cash, equipment insurance, and general fiscal operations. Back up for keys, supplies, shipping, payroll, CAAMS building security.

Student Services

Noell Bernard-Kingsley ☞
Academic Services Director

Advising, academic, and student services manager for the department, coordinates graduate student recruitment/admissions and advising, student conduct processes, and student/academic policy development. Oversees undergraduate advising, academic, and student services.

Meghan Oxley
Counseling Services Coordinator

Undergraduate advising, academic, and student services coordinator for the department, coordinates undergraduate advising and recruitment, curriculum, and serves as undergraduate student organization adviser. Backs-up graduate advising, academic, and student services.

Instructional and Research Services

Dave McDougall
Research Aide 2

Prepares slides and specimens for use in teaching, research, and the microprobe; trains students on the use of the equipment & advises on preparation techniques; maintains rock prep, thin section and polishing lab equipment; serves as the building coordinator; maintains and repairs gear for field trips and field camp; maintains and manages equipment inventory.

Technology Services

Ed Mulligan ☞
Sr. Computer Specialist

Provides hardware, software, and technical support. Oversees the computer and network infrastructure, network firewalls, computer labs, and desktop computing resources. Oversees the computer and network infrastructure for the dept. Provides hardware, software, instructional-video, computer, and network support. Maintains department desktop computers, servers, instructional labs, back-up systems, firewalls, and networks.

Nathan Briley
Sr. Computer Specialist

Computer and network support, hardware, software, and technical support; maintains ESS web pages; maintains and upgrades computers, contact for Canvas and Panopto, maintains computer labs and provides support to computer-based classes, helps to maintain department computers, backup systems, servers, and networks.

Jason Liang
Student Assistant

Assists in the duties of Technology Services tasks

Note: ☞ Reports directly to chair.
Updated December 2018 (draft)