

Department of Physics and Astronomy Directory of Personnel Services

Name	Function	Room	Phone	Alt #	Email
Ben Bromley	Chair	201-B JFB 330 INSCC	1-3538 1-8227		bromley@physics.utah.edu
Department Service Staff					
Harold Simpson	Facilities Director <i>Interface with all utilities, maintenance and construction projects; Technical Facilities supervision; safety concerns, etc.</i>	301 PHYS	1-3839	244-1017	hsimpson@physics.utah.edu
Ed Munford	Machine Shop Manager <i>Training and supervision of Student Shop users; Primary point of contact for design, fabrication and repair of research equipment.</i>	116 JFB 104 PHYS	1-6697 1-6242		edm@physics.utah.edu
James Norwood	Stockroom Manager <i>Shipping & receiving, special orders, maintenance of stocks & supplies & materials</i>	114 JFB	1-6063		stockroom@physics.utah.edu
Zhiheng Liu	Senior Engineer - Laser Institute <i>Laser Institute training and equipment service; near-field microscopy; electron microscopy and e-beam lithography training and operations</i>	192 INSCC	1-7001		zhliu@physics.utah.edu
Kathrine Skollingsberg	Public Relations Associate <i>Advertising print design, conferences, public outreach activities, web design and updates</i>	321 JFB	5-0182		kathrine@physics.utah.edu

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Name	Function	Room	Phone	Alt #	Email
Jordan Gerton	Associate Chair	464 INSCC	5-0068		jgerton@physics.utah.edu
Heidi Frank	Administrative Manager	201-C JFB	1-5697		heidi@physics.utah.edu
	<i>Auxiliary faculty reviews, chair's appointments, dean's office liaison, department correspondence, faculty meetings, faculty searches, keys & electronic access, policy board, retention-promotion-tenure reviews, visas (faculty & postdocs), class schedules</i>				
Nancy Kurtzeborn	Administrative Assistant	201-A JFB	5-1754		nancy@physics.utah.edu
	<i>Awards committee, Condensed Matter Seminar, Defensive driving program coordinator, HEAP/Astro seminars, travel, textbooks, library</i>				
Krista Perkins	Academic Coordinator	201-D JFB	1-6861		klperkins@physics.utah.edu
	<i>Colloquia, graduate student admissions, scholarships, student records, visas (grad students)</i>				
Jennifer Kimpson	Clerk	201 JFB	1-6901		frontdesk@physics.utah.edu
	<i>Answer phones, distribute faxes, key request forms, mail distribution, parking passes & validations, conference room</i>				
Jordan Klepzig	Clerk	201 JFB	1-6901		frontdesk@physics.utah.edu
	<i>Answer phones, distribute faxes, key request forms, mail distribution, parking passes & validations, conference room</i>				
Mary Ann Woolf	Editorial Assistant	205 JFB	1-4246		woolf@physics.utah.edu
	<i>Bulletin boards, common exam, course evaluations, large course administration, teaching assistant assignments</i>				
Frank Misak	Cosmic Ray - Administrative Assistant	227 INSCC	1-6628		misak@cosmic.utah.edu
Tamara Young	Academic Advisor	202 JFB	1-7910		tamara@physics.utah.edu
	<i>Academic Advisor for undergraduate students.</i>				
Adam Beehler	Lecture Demonstrator	B8 JFB	1-6602		beehler@physics.utah.edu
	<i>Everything about lecture demonstrations</i>				

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Name	Function	Room	Phone	Alt #	Email
Marcia Cook deWolfe	Manager, Accounting and Finance	203A JFB	1-6374		marcia.cook@utah.edu
	<i>Grants and contracts, department accounts, payroll backup, budget, troubleshooting</i>				
Vicki Nielsen	Accountant	203 JFB	5-1485		vicki@physics.utah.edu
	<i>Payroll setup and management, deposits, petty cash, backup</i>				
Josh Tomlin	Accounting Specialist	203 JFB	7-7839		josh@physics.utah.edu
	<i>Facilities and recharge billing, purchasing, payment requests, grants and contracts</i>				
Lena Uta'i	Accounting Clerk	203 JFB	1-5868		lena@physics.utah.edu
	<i>Purchasing Card reallocation, purchasing, filing, support</i>				
Wayne Springer	Computer Committee Chair	216 PHYS	5-1390		springer@physics.utah.edu
Jay Norwood	PC Systems Administrator	304-E PHYS	1-6026	243-5812	norwood@physics.utah.edu
	<i>All aspects of departmental personal computers, both hardware and software.</i>				
Brad Hawks	Unix Systems Administrator	304-C PHYS	5-5801	243-5583	brad@physics.utah.edu
	<i>All aspects of computer networking; computer accounts, email accounts</i>				
Research Technical Staff					
<i>Research technical staff are in a different situation because their efforts are directed solely toward one research effort rather than toward supplying services to the Department and University communities in general.</i>					
John Matthews	Cosmic Rays Program Manager	246 INSCC	1-3908		jnm@cosmic.utah.edu
Julie Callahan	Program Coordinator - ASPIRE	266 INSCC	5-9331		julie@cosmic.utah.edu
Frank Misak	Administrative Assistant	227 INSCC	1-6628		misak@cosmic.utah.edu
Jeremy Smith	Cosmic Rays Electronics Engineer	250 INSCC	1-5053		jeremy@cosmic.utah.edu
Stan Thomas	Cosmic Rays Senior Engineer	250 INSCC	1-8650		thomas@physics.utah.edu
Gary McDonough	Cosmic Rays Maintenance Engineer	266 INSCC	1-7983		gary@physics.utah.edu
Student Organization Contacts					
Graduate Student Advisory Committee (GSAC)					
Greg Furlich	Chair				physics.gsac@gmail.com
Undergraduate Student Advisory Committee (USAC)					
Jennifer Kimpson	Chair	201 JFB	1-6901		jkimpson@physics.utah.edu
Society of Physics Students (SPS)					
Cole Takasugi	President	304-A PHYS			u0925818@utah.edu
Alexis Lagan	Vice President	304-A PHYS			lexi1515@gmail.com
Observatory					
Paul Ricketts	Star Parties	Roof SP		58-SPACE	observatory@physics.utah.edu