

**Directory of Personnel Services
Department of Physics and Astronomy**

Name	Function	Room	Phone	Alt #	Email
Christoph Boehme	Chair	201-B JFB	1-3538		chair@physics.utah.edu
Ben Bromley	Associate Chair	244 INSCC	1-8227		bromley@physics.utah.edu
Brad Hawks	Sr. Systems Administrator	308 JFB	5-5801	801-243-5583	brad@physics.utah.edu
	<i>All aspects of computer networking; computer accounts, email accounts</i>				
	Computer Technician	307 JFB			
	<i>All aspects of departmental personal computers, both hardware and software.</i>				
Michele Swaner	Advancement Coordinator	201-A JFB	1-7152		swaner@science.utah.edu
	<i>Donor relations, website content</i>				
Krista Perkins	Academic Program Coordinator	309 JFB	5-0182		krista@physiscs.utah.edu
	<i>Pre- and Post-Award support</i>				
Heidi Frank	Administrative Manager	202 JFB	1-5697		heidi.frank@utah.edu
	<i>Career-line faculty reviews, chair's appointments, dean's office liaison, department correspondence, faculty awards, faculty meetings, faculty searches, electronic access, policy board, retention-promotion-tenure reviews, visas (faculty & postdocs), class schedules</i>				
	Executive Secretary	201-C JFB	5-1754		
	<i>Colloquia, Condensed Matter Seminar, Defensive driving program coordinator, HEAP/Astro seminars, travel, textbooks</i>				
Bryce Nelson	Executive Secretary	201-D JFB	1-6861		bryce@physics.utah.edu
	<i>Graduate student admissions, library, scholarships, student records, visas (grad students)</i>				
Candace Bryan	Clerk	201 JFB	1-6901		frontdesk@physics.utah.edu
Logan Draper	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
Cyri Dixon	Academic Advisor	240-D CSC	0-7650		
	<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>				
Harold Simpson	Facilities Manager	301 PHYS	1-3839	801-244-1017	hsimpson@physics.utah.edu
	<i>Interface with all utilities, maintenance and construction projects; Technical Facilities supervision; safety concerns, keys, etc.</i>				
Ed Munford	Machine Shop Manager	116 JFB	1-6697		edm@physics.utah.edu
	<i>Training and supervision of Student Shop users; Primary point of contact for design, fabrication and repair of research equipment.</i>	104 PHYS	1-6242		
James Norwood	Stockroom Manager	114 JFB	1-6063		stockroom@physics.utah.edu
	<i>Shipping & receiving, special orders, maintenance of stocks & supplies & materials</i>				
Zhiheng Liu	Senior Engineer - Laser Institute	192 INSCC	1-7001		zhliu@physics.utah.edu
	<i>Laser Institute training and equipment service; near-field microscopy; electron microscopy and e-beam lithography training and operations</i>				
Student Organization Contacts					
Graduate Student Advisory Committee (GSAC)					
Isaac Brown-Heft	Chair				physics.qsac@gmail.com
Undergraduate Student Advisory Committee (USAC)					
Candace Bryan	Chair				16cbryan6@gmail.com
Society of Physics Students (SPS)					
	President	304-A PHYS			
Observatory					
Paul Ricketts	Star Parties and outreach	Roof PHYS	5-7723	58-SPACE	observatory@physics.utah.edu