

## Physics Department Directory of Personnel Services

<i>Name</i>	<i>Function</i>	<i>Room</i>	<i>Phone</i>	<i>Alt #</i>	<i>Email</i>
David Kieda	Chair	201-B JFB 464 INSCC	1-3538 1-5220		<a href="mailto:kieda@physics.utah.edu">kieda@physics.utah.edu</a>
<b>Physics Department Service Staff</b>					
Harold Simpson	<b>Facilities Director</b> <i>Interface with all utilities, maintenance and construction projects; Technical Facilities supervision; safety concerns, etc.</i>	301 SP	1-3839	244-1017	<a href="mailto:hsimpson@physics.utah.edu">hsimpson@physics.utah.edu</a>
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 SP	1-6697 1-6242		<a href="mailto:edm@physics.utah.edu">edm@physics.utah.edu</a>
JoLene Snyder	Stockroom Manager <i>Shipping &amp; receiving, special orders, maintenance of stocks &amp; supplies &amp; materials</i>	114 JFB	1-6063	1-5868	<a href="mailto:stockroom@physics.utah.edu">stockroom@physics.utah.edu</a>
Matt DeLong	<b>Electron Microscopist</b> <i>Electron microscopy training and operations; Interface with all utilities, maintenance and construction projects for INSCC; OEML supervision; safety concerns, hazardous materials shipping and disposal.</i>	329 JFB 153 INSCC	1-7462 1-5859	580-7246	<a href="mailto:delong@physics.utah.edu">delong@physics.utah.edu</a>
Wayne Wingert	OEML Manager <i>OEML equipment maintenance; consultant to OEML users, materials synthesis, purification and fabrication, cutting and polishing, thin film deposition, Department safety issues, hazardous waste disposal and shipping.</i>	327 JFB	1-3020	430-9149	<a href="mailto:wingert@physics.utah.edu">wingert@physics.utah.edu</a>
Randy Polson	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		<a href="mailto:rpolson@physics.utah.edu">rpolson@physics.utah.edu</a>

## Physics Department Directory of Personnel Services

<i>Name</i>	<i>Function</i>	<i>Room</i>	<i>Phone</i>	<i>Alt #</i>	<i>Email</i>
<b>Eugene Mishchenko</b>	<b>Associate Chair</b>	313 JFB	1-7115		<a href="mailto:mishch@physics.utah.edu">mishch@physics.utah.edu</a>
<b>Heidi Frank</b>	<b>Administrative Assistant</b>	201-C JFB	1-5697		<a href="mailto:heidi@physics.utah.edu">heidi@physics.utah.edu</a>
	<i>Chair's appointments, Dean's office liason, department correspondence, faculty meetings, faculty searches, Policy Board, RPT, visas (faculty &amp; postdocs)</i>				
<b>Jackie Hadley</b>	Executive Secretary	201-D JFB	1-6861		<a href="mailto:jackie@physics.utah.edu">jackie@physics.utah.edu</a>
	<i>Colloquia, condensed matter seminars, graduate admissions, scholarships, student records, visas (graduate students)</i>				
<b>Sareah Gardner</b>	Executive Secretary	205 INSCC	5-1754		<a href="mailto:sareah@physics.utah.edu">sareah@physics.utah.edu</a>
	<i>Department web pages - design and upkeep, electronic access, INSCC &amp; all visitor travel, astronomy/astrophysics seminars</i>				
<b>Kathrine Skollingsberg</b>	Executive Secretary	201-A JFB	5-0182		<a href="mailto:kathrine@physics.utah.edu">kathrine@physics.utah.edu</a>
	<i>Library, textbook orders, JFB &amp; SP travel, conferences, department newsletter, brochures</i>				
<b>Aubrey Bronson</b>	Clerk	201 JFB	1-6901		<a href="mailto:aubrey@physics.utah.edu">aubrey@physics.utah.edu</a>
	<i>Answer phones, distribute faxes, key requests, mail distribution, maintain coffee area &amp; supplies, parking passes &amp; validations</i>				
<b>Mary Ann Woolf</b>	Editorial Assistant	205 JFB	1-4246		<a href="mailto:woolf@physics.utah.edu">woolf@physics.utah.edu</a>
	<i>Common exam, course evaluations, donor letters, TA assignments, large course administration</i>				
<b>Amber Bottari</b>	Symko Group - Administrative Assistant	317 JFB	5-6959		<a href="mailto:amber@physics.utah.edu">amber@physics.utah.edu</a>
<b>Frank Misak</b>	Cosmic Ray - Administrative Assistant	227 INSCC	1-6628		<a href="mailto:misak@cosmic.utah.edu">misak@cosmic.utah.edu</a>
<b>Lynn Higgs</b>	<b>Director of Educational Activities</b>	202 JFB	1-7140	859-1298 C 298-8506 H	<a href="mailto:higgs@physics.utah.edu">higgs@physics.utah.edu</a>
	<i>Class scheduling, TA supervision...manager of everything academic and educational.</i>				
<b>Adam Beehler</b>	Lecture Demonstrator	B8 JFB	1-6602		<a href="mailto:beehler@physics.utah.edu">beehler@physics.utah.edu</a>
	<i>Everything about lecture demonstrations</i>				
<b>John Viner</b>	Modern Physics & Graduate Labs Manager	307 C SP	1-5323		<a href="mailto:jmv@physics.utah.edu">jmv@physics.utah.edu</a>
	<i>Graduate and Modern Physics Labs, expert in optics, electronics and most everything else!</i>				

## Physics Department Directory of Personnel Services

<i>Name</i>	<i>Function</i>	<i>Room</i>	<i>Phone</i>	<i>Alt #</i>	<i>Email</i>
<b>Kathy Blair</b>	<b>Senior Accountant/Manager</b>	203A JFB	1-5868		<a href="mailto:kathy@physics.utah.edu">kathy@physics.utah.edu</a>
	<i>Grants and contracts, department accounts, payroll backup, budget, troubleshooting, stockroom setup</i>				
<b>Vicki Nielsen</b>	Accountant	203 JFB	5-1485		<a href="mailto:vicki@physics.utah.edu">vicki@physics.utah.edu</a>
	<i>Payroll setup and management, grants and contracts</i>				
<b>Jolene Snyder</b>	Accounting Specialist	203 JFB	1-5868	1-6063	<a href="mailto:jolene@physics.utah.edu">jolene@physics.utah.edu</a>
	<i>Purchasing, facilities and recharge billing, facilities accounting, data entry, filing, stockroom</i>				
<b>Carleton DeTar</b>	<b>Computer Committee Chair</b>	212 INSCC	1-7537		<a href="mailto:detar@physics.utah.edu">detar@physics.utah.edu</a>
<b>Jay Norwood</b>	PC Systems Administrator	304 E SP	1-6026	243-5812	<a href="mailto:norwood@physics.utah.edu">norwood@physics.utah.edu</a>
	<i>All aspects of departmental personal computers, both hardware and software.</i>				
<b>Brad Hawks</b>	Unix Systems Administrator	304-C SP	5-5801	243-5583	<a href="mailto:brad@physics.utah.edu">brad@physics.utah.edu</a>
	<i>All aspects of computer networking; computer accounts, email accounts</i>				
<b>Research Technical Staff</b>					
<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>					
<b>John Matthews</b>	<b>Cosmic Rays Program Manager</b>	246 INSCC 120 JFB (L)	1-3908 1-7355		<a href="mailto:jnm@cosmic.utah.edu">jnm@cosmic.utah.edu</a>
<b>Julie Callahan</b>	Program Coordinator - ASPIRE	266 INSCC	5-9331		<a href="mailto:julie@cosmic.utah.edu">julie@cosmic.utah.edu</a>
<b>Jeremy Smith</b>	Cosmic Rays Electronics Engineer	250 INSCC	1-5053		<a href="mailto:jeremy@cosmic.utah.edu">jeremy@cosmic.utah.edu</a>
<b>Stan Thomas</b>	Cosmic Rays Senior Engineer	250 INSCC	1-8650		<a href="mailto:thomas@physics.utah.edu">thomas@physics.utah.edu</a>
<b>Gary McDonough</b>	Cosmic Rays Maintenance Engineer	266 INSCC	1-7983		<a href="mailto:gary@physics.utah.edu">gary@physics.utah.edu</a>
<b>Student Organization Contacts</b>					
<b>Graduate Student Advisory Committee (GSAC)</b>					
<b>Eric Sorte</b>	Chair	106 SP			<a href="mailto:sorte@cosmic.utah.edu">sorte@cosmic.utah.edu</a>
<b>Zayd Ma</b>	Chair-Elect	209 JFB			<a href="mailto:zayd.ma@utah.edu">zayd.ma@utah.edu</a>
<b>Undergraduate Student Advisory Committee (USAC)</b>					
<b>Brad Berg</b>	Chair			388-9912	<a href="mailto:b.berg3@gmail.com">b.berg3@gmail.com</a>
<b>Laurel Hales</b>	Chair-Elect				<a href="mailto:laurel.hales@gmail.com">laurel.hales@gmail.com</a>
<b>Society of Physics Students (SPS)</b>					
<b>Jamie Rankin</b>	President			424-2061	<a href="mailto:jamie.rankin@utah.edu">jamie.rankin@utah.edu</a>
<b>Observatory</b>					
<b>Paul Ricketts</b>	Star Parties	Roof SP		58-SPACE	<a href="mailto:radioman99@hotmail.com">radioman99@hotmail.com</a>
<b>Cierra Blair</b>	Star Parties	Roof SP		58-SPACE	<a href="mailto:observatory@physics.utah.edu">observatory@physics.utah.edu</a>