

**Department of Physics and Astronomy**  
**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<br>464 INSCC | 1-3538<br>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><br><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<br><i>Training and supervision of Student Shop users; Primary point of contact for design, fabrication and repair of research equipment.</i>  | 116 JFB<br>104 SP      | 1-6697<br>1-6242 |              | <a href="mailto:edm@physics.utah.edu">edm@physics.utah.edu</a>             |
| JoLene Snyder                           | Stockroom Manager<br><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><br><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<br>153 INSCC   | 1-7462<br>1-5859 | 580-7246     | <a href="mailto:delong@physics.utah.edu">delong@physics.utah.edu</a>       |
| Wayne Wingert                           | OEML Manager<br><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<br><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>     |

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|-------------------------------|---|-------------|--------------|--------------------------|--|
| <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<br>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>  |             |              |                          |  |

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|--|--|--------------------------|------------------|--------------|--|
| <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<br>120 JFB (L) | 1-3908<br>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> |