

## Chemistry Department - Division of Duties

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Category	First Name	Last Name	Email	Phone	Job Duties	Title	Department
Human Resources	Cody	Brown	<a href="mailto:cody.brown@ku.edu">cody.brown@ku.edu</a>	785-864-0904	Hiring Post-Docs, Faculty and Staff; Onboarding; Appointment Maintenance	HR Coordinator	Strong Hall SSC
Human Resources	Amy	Rooney	<a href="mailto:arooney04@ku.edu">arooney04@ku.edu</a>	785-864-1686	HR Pay issues (Time & Leave); Hiring student hourly	HR Specialist	Strong Hall SSC
Visa issues- Contact International Support Services			<a href="mailto:iss@ku.edu">iss@ku.edu</a>	785-864-3617	F-1, J-1 Visa support; Applying for a Visa; Travel questions	Emergency After Hours Phone: 785-380-8937	
Finance	Jessica	Newman	<a href="mailto:j893n638@ku.edu">j893n638@ku.edu</a>	785-864-0882	Budget and Reports for Chemistry; Budget and Reports for ISB/GL Storeroom; Billing and Receivables	Financial Analyst	Strong Hall SSC
Finance	Rick	Huettenmueller	<a href="mailto:sscfinancechem@ku.edu">sscfinancechem@ku.edu</a>	785-864-4271	Purchase Order requests; FedEx, UPS and other shipping accounts; Travel requests & Reimbursements; Invoice Payments; general questions about placing an order, funds, travel, GRF, F&A, etc.	Accounting Specialist	Strong Hall SSC
Finance	Gretchen	Hatfield	<a href="mailto:sscfinancechem@ku.edu">sscfinancechem@ku.edu</a>	785-864-4483	Purchase Order requests; FedEx, UPS and other shipping accounts; Travel requests & Reimbursements; Invoice Payments; general questions about placing an order, funds, travel, GRF, F&A, etc.	Accounting Specialist	Strong Hall SSC
Research/ Grant Administration	Beth	Benfield	<a href="mailto:bknapik@ku.edu">bknapik@ku.edu</a>	785-864-3522	Award Setup, Modifications and Adjustments; Allowability Review and Expenditures; Award Monitoring; Project Closeout	Grant Coordinator Senior	Strong Hall SSC
ISB/GL Facility	Laurie	White	<a href="mailto:lauriewhite@ku.edu">lauriewhite@ku.edu</a>	785-864-0354 or 435-713-5351	ISB/GL keys; ISB/GL conference room reservations; ISB/GL building issues & communications	ISB/GL Facility Manager	KUCR
MRB Facility	Ann	Smith	<a href="mailto:annsmith@ku.edu">annsmith@ku.edu</a>	785-864-7271	MRB keys; MRB conference room reservations; MRB building issues & communications	MRB Facility Manager	KUCR
ISB/GL Storeroom	Donnie	Scott	<a href="mailto:dscott@ku.edu">dscott@ku.edu</a>	785-864-7451 or 785-864-3488	Deliveries/shipping for FedEx, UPS, etc.; Alcohol (Ethanol); Dry ice; Cylinders	ISB/GL Storekeeper	Chemistry
Administrative Support	Betsy	Carlson	<a href="mailto:betsy.carlson@ku.edu">betsy.carlson@ku.edu</a>	785-864-4899	Undergraduate & Alumni support; Beckman Scholars & ChemScholars; Printing and Copying requests; MFD (i.e. copiers) maintenance; Shred-It	Administrative Assistant	Chemistry
Administrative Support	Elaine	Knight	<a href="mailto:eknight@ku.edu">eknight@ku.edu</a>	785-864-5206	Classroom reservation requests; USPS mail; REU Program; Chemistry Dept. seminars; Seminar reimbursements	Administrative Assistant	Chemistry
Administrative Supervisor	Liz	Coleman	<a href="mailto:elizabethm@ku.edu">elizabethm@ku.edu</a>	785-864-4333	Scheduling Officer; Website (chem.ku.edu); Social Media; Academic Misconduct; Grievances; Sabbaticals; Faculty Evals (P&T, annual reviews, etc.); ISB/GL Storeroom & general Chemistry issues	Administrative Associate Sr.	Chemistry
Graduate Students	Megan	Belaire	<a href="mailto:mbelaire@ku.edu">mbelaire@ku.edu</a>	785-864-8287	3G appointments (GTA & GRA appointments); Graduate Student's Awards & Scholarships; Graduate Recruiting & Admissions; Graduate website updates & course catalog; Main support for all PhD & MS students	Graduate Advisor	COGA
Undergraduates	Erin	Kelley-Garrison	<a href="mailto:ekelley2@ku.edu">ekelley2@ku.edu</a>	785-864-3500	Advisor for all chemistry BA, BS and minors	Undergraduate Advisor	CASS
Chemistry Chair	Robert	Dunn	<a href="mailto:rdunn@ku.edu">rdunn@ku.edu</a>	785-864-4673 or 785-864-4313	Budget; KUEA	Chair & Professor	Chemistry