

## SEFS ADMIN STAFF – WHO DOES WHAT

<b>ADVISING TEAM</b> <a href="mailto:sefsadv@uw.edu">sefsadv@uw.edu</a>	<b>Michelle Trudeau</b> – Director, Student and Academic Service   <a href="mailto:michtru@uw.edu">michtru@uw.edu</a>   206-616-1533 <b>David Campbell</b> – Graduate Advisor   <a href="mailto:davidc23@uw.edu">davidc23@uw.edu</a>   206-543-7081 <b>Lisa Nordlund</b> – Undergraduate Advisor   <a href="mailto:nord@uw.edu">nord@uw.edu</a>   206-543-3077 Fleet Services                      Meetings and classrooms                      New courses/Modifications RA+ TA positions                      Room reservations                      Scholarships Student concerns                      Time Schedule issues                      VISIT – Int’l students
<b>BUILDING &amp; FACILITIES</b> <a href="mailto:sefsbldg@uw.edu">sefsbldg@uw.edu</a>	<b>K.C. Deterling</b> – Facilities Manager   <a href="mailto:kcd8@uw.edu">kcd8@uw.edu</a>   206-543-2730 Building emergencies                      Key + Building Access                      Lab modifications Lab safety/EH&S                      Office moves/space allocation                      Surplus
<b>COMMUNICATIONS</b> <a href="mailto:TBD">TBD</a>	<b>Molly Hottle</b> – Communications and Marketing Manager   <a href="mailto:TBD">TBD</a>   206-616-4942 Events (planning, promoting)                      Events calendar                      Media and public relations News (Announcements, etc)                      Newsletter and blog                      Poster & marketing Social Media                      Website
<b>FINANCE TEAM</b> <a href="mailto:sefsfin@uw.edu">sefsfin@uw.edu</a>	<b>Laurine Knott</b> – Fiscal Specialist II   <a href="mailto:knottl@uw.edu">knottl@uw.edu</a>   206-685-3535 <b>Shawn Williams</b> – Fiscal Specialist II   <a href="mailto:swilliam@uw.edu">swilliam@uw.edu</a>   206-685-7195 <b>New Fiscal Specialist (currently hiring)</b> – Fiscal Specialist II   <a href="mailto:TBD">TBD</a>   206-543-2730 Conference registration                      Credit Card orders                      Expense Reimbursements Page Charge invoices                      PO’s (Purchase Orders)                      Purchases Travel Authorizations                      Travel Reimbursements                      Shipping, FedEx, UPS
<b>GRANTS TEAM</b> <a href="mailto:sefsrgc@uw.edu">sefsrgc@uw.edu</a>	<b>Jack Lockhart</b> – Financial Services Manager   <a href="mailto:jlock@uw.edu">jlock@uw.edu</a>   206-543-2732 <b>Marlyn Del Cid</b> – Grant Coordinator   <a href="mailto:med4@uw.edu">med4@uw.edu</a>   206-543-8975 <b>Elena O’Neill</b> - Grant & Contract Specialist   <a href="mailto:ewsmall@uw.edu">ewsmall@uw.edu</a>   206-897-1754 Awards                      Budget close-out                      Cost Sharing FEC reports                      GCCR reports                      No-Cost Extension (NCE) Pre- and Post-Award Mgmt                      Proposals                      Sponsor compliance
<b>HUMAN RESOURCES</b> <a href="mailto:jc1976@uw.edu">jc1976@uw.edu</a>	<b>JC Arentzen</b> – Interim HR Manager   <a href="mailto:jc1976@uw.edu">jc1976@uw.edu</a>   206-221-3943 Directory updates                      GLACIER                      New hourly/temporary hires New staff hires                      Onboarding                      Personnel concerns Position reclassification                      Separation/Termination                      VISA/DS-2019 for Int’l Visitors
<b>IT TEAM</b> <a href="mailto:sefshelp@uw.edu">sefshelp@uw.edu</a>	<b>IT Help Line:</b> 206-616-7365   <b>Website:</b> <a href="https://sites.uw.edu/sefsit">https://sites.uw.edu/sefsit</a> <b>Barry Hohstadt</b> – Senior Computer Specialist <b>Gregory Olsen</b> – Computer Support Technician II <b>Bradley Li</b> – Computer Support Technician II Adding new users                      A/V equipment (projectors)                      Computing & Networks Madrona server                      Printing/Printers                      Purchase of computers/equipmt
<b>PAYROLL TEAM</b> <a href="mailto:sefspay@uw.edu">sefspay@uw.edu</a>	<b>Jenny Park</b> – Payroll Coordinator II   <a href="mailto:jenpark7@uw.edu">jenpark7@uw.edu</a>   206-685-3151 <b>Lynne Hendrix</b> – Administrative Assistant   <a href="mailto:lhendrix@uw.edu">lhendrix@uw.edu</a>   206-685-0954 <b>Lynn Catlett</b> – Fiscal Specialist II   <a href="mailto:lcattlett@uw.edu">lcattlett@uw.edu</a> Employment status                      I-9 for new employees                      Paycheck issues Timesheet                      Questions about leave time                      Verify costing allocations