

School for Engineering of Matter, Transport and Energy - Staff Contacts

<https://semte.engineering.asu.edu/support-services>

Hours of operation: Monday – Friday; 8:00am - 5:00pm

Extensions with a “7” are 480-727-xxxx – Extensions with a “5” are 480-965-xxxx

Contacts for advising questions, course scheduling, books, and general academic support (ECG 202; p:480.965.2335)

Academic Affairs: primary contact for undergrad and graduate degree programs – ECG 202 Tiffany Wingerson 7.0158

Undergraduate Advising: ECG 202 (p: 5.2335; f: 5.9321) Andrea Brown 7.5463; Ebony Baker 7.7609; Courtney Ellsworth 5.9707; Geoffrey Hamilton 5.2624; Cylie Hanson 7.8518; Bridget Hidalgo 5.5523; Bella Leal 5.7931; Rachael May 5.3862; Victoria Porten 7.5476

Graduate Advising: ECG 207 (p: 5.2335; f: 5.9321) Erika Parra 5.5223; Lacy Quail 5.8089; Ya Hu 7.7384

Course Scheduling/Room Reservations: ECG 202 Course Scheduling or Room Reservations – Tiffany Wingerson 7.0158; Room Reservations – Lacy Quail 5.2335

Textbook Order: ECG 202 Lacy Quail 5.2335

Front Desk and Academic Support: ECG 202 5.2335

Contacts for business services, purchasing, and travel (ECG 301; p: 480.965.9710; f: 480.727.9321)

Financial Management: Budgeting, planning, managing school expenditures – Susan Baldi 5.9100

Purchasing and Reimbursements: semte.purchasing@asu.edu; Jarrett Johnson 7.8636; Farah Usman 5.2898; Tae O'Connor 5.3931; Greg Grassl 7.9317

PCard: semte.pcard@asu.edu; Jarrett Johnson 7.8636

Office Supplies & FedEx: semte.frontdesk@asu.edu; 5.9710

Travel: semte.travel@asu.edu; Farah Usman 5.2898; Susan Baldi (ATO) 5.9100

Contact for Director's office (ECG 303B; p: 480.727.0911)

Director's calendar, faculty recruiting, personnel actions, activity reports: Shannon Pete 7.0911

Director's calendar, assists with faculty recruiting personnel actions, events, and seminars: Tiffany Hughes 602-543-3108

School/program events and seminars: Kimberly Johnson 602.543.3016

Contacts for Facilities and IT (ECB 109; p: 480.965.0545)

Facilities/keys/research lab support: [Facilities requests link](#); Space allocation/reporting; renovation/remodeling coordination: Myrna Martinez 5.8538; Steven Jordan 5.0545; SEMTE.Facilities@asu.edu

Safety related issues: Fred Pena 5.4122; Myrna Martinez 5.8538

ISAAC Request: <https://issacrequest.asu.edu>; Questions regarding ISAAC; SEMTE Facilities 5.0545

IT Support: [Submit a ticket](#), phone at SEMTE IT Helpdesk 5.7409, email asksemte.it@asu.edu; Alejandro Chiquete 5.5874; Mark Frazier 5.7409

SEMTE website updates: Shannon Pete 7.0911

Contacts for hiring, payroll and general human resources support (ECG 303)

Human Resources: Payroll, benefits, recruiting, new hire actions, offer letters, payroll coordination, international visa processing – semtehr@asu.edu; Kerry Schambach 7.9316; Winslow Zhang 602-643-6897

Student Hiring: Grad students, graders, lab assistants, hourly student workers; semtehr@asu.edu; Kimberly Johnson 602-543-3016; Amber Amr 602.543.4177

Contacts for research advancement – proposals, post-award & general support (ECG 307): Kelley Hall 5-3982

Post-Award Research Administration: Sponsored accounting, IIA, RID, gift, start-up and recharge accounts, purchasing, travel and hiring approvals, department effort administrator, TRIPS award, completing sponsored and ASU forms; ECG 307 - Miriah Kleijn 5.4898; Britton Breisch 602-543-6223

Pre-Award Research Administration: Proposal preparation and processing, locating funding opportunities, preparing budgets, budget justifications, current and pending support documents, completing sponsored and ASU forms; ECG 307 - Danielle Daley 480.757.0102; Molly Swindler 7.9292; Nicole Flores 5.6157

Contacts for Machine Shop (Psych North 118, p: 480.965.2908)

Lenny Bucholz 5.2908, cell 480-205-3330

Andre Magdelano 5.2908
