



Dean's Office Responsibilities

(Updated October, 2020)

Dean's Office

General Office Number –

➤ 3-1997 / Fax: 3-1998

Tosha L. Dupras – Interim Dean

3-1910 / Tosha.dupras@ucf.edu

Maggie LeClair – Executive Assistant II

Dean's Calendar / Meetings / Correspondence / Travel / Dean's Advisory Board / Foundation / COS Scholarships

3-1911 / Margaret.Leclair@ucf.edu

Omesh Persaud – Administrative Assistant II

Payroll Processor / Supplies / Printing Services / Dean's List / Student Evaluations / Directories / Front Desk / Back-up Support to Senior Administrator to the Dean / Foundation PA's Thesis/Dissertation Data Base / Travel Log / Scholarship Coordinator

3-1913 / Omesh.Persaud@ucf.edu

Cheryl Jerabek – Office Assistant

Front Desk / Supplies / Dean's List / Student Evaluations / Payroll Processor Backup / Directories / Foundation PA's / Thesis/Dissertation Data Base / Travel Log / Scholarships

3-1992 / Cheryl.Jerabek@ucf.edu

Advancement

T.B.A. – Senior Director for Advancement

Chief Advancement officer for College of Sciences / Strategy and implementation of major gifts fundraising and alumni engagement programs for College of Sciences

3-1952 / Millie.Erichsen@ucf.edu

T.B.A. - Assistant Director of Alumni Engagement

Manages COS alumni engagement / Support annual fund initiatives, mentoring programs and alumni chapters

3-3491 /

Kathryn Matta - Associate Director for Advancement

Major gift fundraising for College of Sciences

3-3684 / Kathryn.Matta@ucf.edu

Kerry Knapp – Advancement Assistant

Part-time administrative support for COS Advancement team

3-0451 / Kerry.Knapp@ucf.edu

Justin Froehlich - Student Advancement Assistant
Part time support of Advancement team in COS.
3-1996 / Justin.Froehlich@ucf.edu

Accounting, Budget, and Human Resources

Seresa Cruz – Budget Director II
Financial Plan / College Financial Statement / Budget Allocation / Carry Forward / Position Numbers / Authorize Faculty & Staff Searches / Overpayments / Criminal Background Checks / Exit Interviews / Employment of Relatives / P-card Administrator / Leave of Absence / System Access / Responsible Fiscal Officer / Internal Audit Assistance
3-0363 / Seresa.Cruz@ucf.edu

Carlos Baez Santos – Manager, Budget
Financial Status Reports / Auxiliary Budget / Budget Transfers / Commitment Tracking: Buyouts / Non-teaching Commitments / Global Achievement Academy (GAA) Equipment Fee / Material, Supply, and Lab Fee / Chart of Accounts / Startup
3-5151 / Carlos.Baez@ucf.edu

Ashley Hilyer – Manager, Accounting
Salary Tracking / Cost Center Reports / Procurement System / Purchasing Agent/ Fund Use Guidelines / Accounting / Bookkeeping Services / All Journal Entry Processor/Cost Shares (Required) / Events Budget
3-4578 / Ashley.Hilyer@ucf.edu

Jessica Benson – Part-time Fiscal Assistant (1)
Review / Assists with Travel, Cost Center Reports and Journal Processing / ePAF OPS Tracking
(no phone) Jessica.Benson@ucf.edu

Madeline Byrne – Business Unit HR Manager
Manages Faculty Hiring Process/ Changes to Employment Agreements / Data Administrator / HR Systems & Reports / Returning Faculty Employment Agreements / Summer Allocation /Tracking Workbook / Annual and Summer Compensation Schedules
3-0098 / Madeline.Byrne@ucf.edu

Hollesha Foster – Human Resources Generalist I
Manages Staff Hiring Process / OPS support (graduate, undergraduate, non-student, and work study)
3-6653 / Hollesha.Foster@ucf.edu

Wayneeta King – Human Resources Assistant I
Provide faculty hiring support / FQMS College Reviewer / Dual Compensation / Postdoctoral Associates and Adjuncts / Visiting Scholars / Joint & Secondary Joint Appointments / Courtesy Appointments / Supporting Hire Documents / Annual and Summer Compensation Schedules
3-0011 / Wayneeta.King@ucf.edu

COS Administrative Services

Jovin McCormack – Administrative Assistant I
Central Hub – responsible for receiving all requests, tracking, securing signature (authority), and maintaining records
3-0815 / Jovin.Mccormack@ucf.edu

Research and Facilities

Enrique Del Barco – Associate Dean

Research (PTFs, Agreements, Equipment, Research Awards, Travel Awards, Incentive Programs), ECRT (C&G Activity Reporting), Overhead (COS Account, PI Distribution, Match Commitments, Match Accounts), and Space & Facilities (Planning), Faculty Hire Interviews
3-1912 / Delbarco@ucf.edu

Jennifer Steele – Manager, Facilities Utilization

Liaison with Non-Academic Units including / Facilities Operations / Facilities Planning / Police Department / Security and Emergency Management / Telecommunications / Parking Services / Property / etc. Facilities Support for COS Dean's office, including work orders, telephone requests, key requests and inventory (property custodian).
3-0875 / Jennifer.Steele@ucf.edu

Raevaun Clarke – Facilities Specialist II

Effort Certification, Overhead Distribution, and Database development for research, COS Post award support, and Database development for research.
3-4521 / General E-Mail: COSPostaward@ucf.edu

Venessa G. Nieves - Manager, Contracts and Grants, Research Program/Services.

Oversight and support for post award activities related to sponsored projects/C&G funds to all departments. Effort Certification, Overhead Responsibility and Distribution, Training.
3-4521/ Venessa.Nieves@ucf.edu / General E-Mail: COSPostaward@ucf.edu

Noha Bukatwa- Accounting Specialist II

Support for COS Post award, travel awards, budgets, reports, reconciliation.
3-0152 / Noha.Bukatwa@ucf.edu / General E-Mail: COSPostaward@ucf.edu

Monique Gregory - Manager, Contracts and Grants, Research Program/Services

Oversight of Proposal Development and Processing
3-2404 / Monique.Gregory@ucf.edu / General E-Mail: COSPreaward@ucf.edu

Saioa de Urquiza – Contracts and Grants Specialist, IV, Research Programs/Services.

Proposal Development and Processing
3-4169 / Saioa.DeUrquiza@ucf.edu / General E-Mail: COSPreaward@ucf.edu

Christina Williams – Contracts and Grants Specialist, IV, Research Programs/Services.

Proposal Development and Processing
3-0865 Christina.Williams@ucf.edu / General E-Mail: COSPreaward@ucf.edu

Aymbriana Pollard - Contracts and Grants Specialist, IV, (OPS) Research

Program/Services. Oversight of Proposal Development and Processing
3-0215 Aymbriana.Pollard@ucf.edu / General E-Mail: COSPreaward@ucf.edu

iSTEM

Melissa Dagley – Executive Director of iSTEM

STEM education and education research programs/K-12
STEM Outreach/EXCEL/COMPASS
3-0040 / Melissa.Dagley@ucf.edu

Renee Johnston– Academic Program Coordinator II
Coordinate programs for K-12 STEM outreach
[3-2940](tel:3-2940) / Renee.Johnston@ucf.edu

Sarah Evans – Academic Advisor III, iSTEM Undergraduate Programs
Coordinate for EXCEL and COMPASS Undergraduate programs
3-0421 / Sarah.Evans@ucf.edu

Gabrielle Martinez –Administrative Assistant 1
Administrative support to Executive Director/EXCEL and COMPASS/iSTEM programs
3-6230 / Gabrielle.Martinez@ucf.edu

Undergraduate Academic and Student Affairs

Teresa Dorman – Associate Dean
Undergraduate Affairs (Student Services, Issues, Records) / Undergraduate Curriculum & Standards (New Program Development, Program Revisions, New Courses, Course Revisions, Awards) / Undergraduate Enrollment Management / RO Reports / Study Abroad and International Agreements
3-5167 / Teresa.Dorman@ucf.edu

Donna Oppenheim – Administrative Assistant I
Administrative support to the Associate Dean for Academic and Student Services / Maintain data and information collection for college's secure systems / Student Records Security Authorizer / Update and edit the college's administrative website / Serve as a liaison between the Associate Dean and the departments / assist with calendars for Research and Faculty Affairs Associate Deans / Assist with COS scholarships
3-1951/ Donna.Oppenheim@ucf.edu

Maria Williams – Facilities Scheduler
Course Scheduling / Grade Rosters/ Classroom Assignments / Undergraduate Catalog / Undergraduate Curriculum Changes / Undergraduate Course Actions
3-2992 / Maria.Williams@ucf.edu

COSAS

Lee Anne Kirkpatrick – Director, COSAS - Undergraduate Services, COS Advising Services Degree Audit Updates and Issues / Course Evaluations/ Special Programs, Projects, Requests/ Special Problems / Prerequisite Enforcement / Liaison for Undergraduate Studies/Academic Services / Registrar / Grade Changes / Grade Forgiveness / Administrative Record Changes / Waivers / Graduation Certification
3-3810 / LeeKirkpat@ucf.edu / General E-Mail: cosas@ucf.edu

Dena Ford – Academic Advisor IV - COS Advising Services (COSAS),
College Advisor and Department Liaison for Biology, Psychology (A-F)/ Transfer Coordinator / Probation and Readmission Coordinator / Career Exploration (housed in COSAS) / Transient Forms
3-1059 / Dena.Ford@ucf.edu / General E-Mail: cosas@ucf.edu

Nicole Williams - Academic Advisor IV - COS Advising Services (COSAS),
College Advisor and Department Liaison for Anthropology, Political Science, and Sociology/ All Graduation Issues/ Coordinator of Completion Initiatives
3-3619 / Nicole.Williams@ucf.edu, cosgraduation@ucf.edu /
General E-Mail: cosas@ucf.edu

Jillian Thompson – Academic Advisor IV - COS Advising Services (COSAS)
College Advisor and Department Liaison for Chemistry, Forensic Science, Psychology (G-Z)/
COSAS Assessment Coordinator/ Prerequisite Drop Process Coordinator/ Financial Aid
Academic Plan Forms (SAP/ROTC)/
3-4844 / General E-Mail: cosas@ucf.edu & COSEdit@ucf.edu

Sasha Lalmansingh– Administrative Assistant II - COS Advising Services (COSAS)
General Academic Information/ Registration, Overrides and Wait listing / Peer Advisor
Training
3-3972 / Sasha.Lalmansingh@ucf.edu
3-6131 / COSAS Main Line / General E-Mail: cosas@ucf.edu

Samantha Hinkle – Academic Program Coordinator I
COS Course Evaluation System/ Transfer Equivalencies/ Course Substitutions and
Exceptions/ Graduation Support/ Degree Audit Support/ Pegasus Path/ Late Add/Swap/
Administrative Record Changes/ Special Registration Issues
3-6182 / samantha.hinkle@ucf.edu
3-6131 / COSAS Main Line / samantha.hinkle@ucf.edu

Thuong (Ben) Tran-Thuong- Academic Advisor II - COS Advising Services (COSAS)
3-6131 / thuong.tran-thuong@ucf.edu

T.B.A. Advisor I (Donae's replacement) - COS Advising Services (COSAS)
3-6183/ @ucf.edu / General E-Mail: cosas@ucf.edu

Chandini Balwant – Academic Advisor I - COS Advising Services (COSAS)
3-6131 / ch755810@ucf.edu

Summer Bernini - Academic Advisor I - COS Advising Services (COSAS)
3-6131 / summer.bernini@ucf.edu

Emel Bihorac - Academic Advisor I - COS Advising Services (COSAS)
3-6131 / emel.bihorac@ucf.edu

Candace Lehmann - Academic Advisor I - COS Advising Services (COSAS)
3-6131 / candace.lehmann@ucf.edu

Lorenzo Stefko - Academic Advisor I - COS Advising Services (COSAS)
3-6131 / lorenzo.stefko@ucf.edu

Garrett Spurlin - Academic Advisor I - COS Advising Services (COSAS)
3-6131 / garrett.spurlin@ucf.edu

Stephanie Talbert - Academic Advisor I - COS Advising Services (COSAS)
3-6131 / stephanie.talbert@ucf.edu

Savanna Williams - Academic Advisor I - COS Advising Services (COSAS)
3-61131 / savanna.williams@ucf.edu

Faculty and Graduate Affairs

Laurence von Kalm – Interim Associate Dean

Faculty Affairs (Faculty Qualifications, Faculty Issues) / Faculty Hire Interviews / Faculty Mentoring / Promotion & Tenure / Conflict of Interest / RIA/TIP / Sabbatical / Graduate Affairs (Student Services, Issues, Records) / Graduate Curriculum & Standards (New Program Development, Program Revisions, New Courses, Course Revisions, Awards) / Graduate Enrollment Management / COS Divisional Review Committee Chair for Assessment / Recognition and Awards / UCF IT liaison / COS Title IX Coordinator

3-6684 / Laurence.Vonkalm@ucf.edu

Tonya Walker – Academic Program Coordinator II, COSAS - Graduate

Graduate Services / Graduate Catalog / Graduate Curriculum Changes / Graduate Course Actions

3-3898 / Tonya.Walker@mail.ucf.edu / General E-Mail: cosgrad@ucf.edu

Zachary Knauer – Academic Support Coordinator II

Promotion & Tenure / CPEs / Faculty Awards / College Committees / Evaluations / Conflict of Interest / Program Assessment / Faculty Affairs / TIP, RIA, Sabbatical awards coordinator

3-3252 / Zachary.Knauer@ucf.edu

COS Marketing & Communications

Judy Froehlich - Director, Marketing & Communications

College Marketing & Communications Strategy / Brand Identity / Marketing & Communications Advisement and Support for Departments, School and Centers and External Audiences / Project Management for Marketing Projects and Creative Campaigns

3-0446 / Judy.Froehlich@ucf.edu / General E-Mail: cosmarketing@ucf.edu

Kyle Martin – Director, Content Development

Content Manager / News Blog / Research Stories / External Communications / Social Media Strategy & Content / Events / Content Creation for Digital & Print Marketing Materials

3-0348 / Kyle.Martin@ucf.edu

Jonathan Hendricker – Web Applications Developer II

College of Sciences Main Website / Departmental Websites / Centers, Institutes & Initiatives Websites / Faculty, Organization and Lab Websites / Scholarship Website / Digital Signage / Active Directory Management for Website Access / Maintenance of legacy systems

3-2194 / Jonathan.Hendricker@ucf.edu

Josh Sweet – Graphic Design Specialist II

Design, execute and manage all graphic materials for social media, web, digital and print mediums to support marketing & communications in COS as well as all underlying departments, centers and initiatives. Photography and videography shooting and editing for the College. Event and technical Support.

3-2316 / Joshua.Sweet@ucf.edu

Marygrace Slebodnik – Marketing Specialist

Assistance with marketing of events / assistance with event planning and logistics / facilitate social media presence / assistance with quarterly newsletters / event support for departments, schools and centers

Marygrace.Slebodnik@ucf.edu

Jessica Gray – Web Development Intern
Assistance with website updates and development
Jessica.Gray@ucf.edu

Amaya Jackson – Graphic Design Intern
Graphic Design Intern for Marketing and Communications team in COS.
Amaya.Jackson@ucf.edu

Jordan McGrew – Marketing Assistant
Part-time writer for COS news blog / social media assistance
jordanmcgrew@knights.ucf.edu

Cierra Turner – Marketing Assistant
Part-time assistance scheduling and posting on social media / assistance planning and coordinating events
Cierra.Turner@ucf.edu

Updated 10/13/20...dmo