

SEFS ADMIN STAFF – WHO DOES WHAT

ADVISING TEAM

sefsadv@uw.edu

Michelle Trudeau – Director, Student and Academic Service | michtru@uw.edu | 206-616-1533

David Campbell – Graduate Advisor | davidc23@uw.edu | 206-543-7081

Lisa Nordlund – Undergraduate Advisor | nord@uw.edu | 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

BUILDING & FACILITIES

sefsbldg@uw.edu

K.C. Deterling – Facilities Manager | kcd8@uw.edu | 206-543-2730

Building emergencies	Key + Building Access	Lab modifications
Lab safety/EH&S	Office moves/space allocation	Surplus

COMMUNICATIONS

mehottle@uw.edu

Molly Hottle – Communications and Marketing Manager | TBD | 206-616-4942

Events (planning, promoting)	Events calendar	Media and public relations
News (Announcements, etc)	Newsletter and blog	Poster & marketing
Social Media	Website	

FINANCE TEAM

sefsfin@uw.edu

Jill Christenson – Front Desk Reception & Fiscal Specialist II | ajilc@uw.edu | 206-543-2730

Laurine Knott – Fiscal Specialist II | knottl@uw.edu | 206-685-3535

Shawn Williams – Fiscal Specialist II | swilliam@uw.edu | 206-685-7195

Conference registration	Credit Card orders	Expense Reimbursements
Page Charge invoices	PO's (Purchase Orders)	Purchases
Travel Authorizations	Travel Reimbursements	Shipping, FedEx, UPS

GRANTS TEAM

sefsrgc@uw.edu

Jack Lockhart – Financial Services Manager | jlock@uw.edu | 206-543-2732

Marlyn Del Cid – Grant Coordinator | med4@uw.edu | 206-543-8975

Elena O'Neill - Grant & Contract Specialist | ewsmall@uw.edu | 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

HUMAN RESOURCES

jc1976@uw.edu

JC Arentzen – Interim HR Manager | jc1976@uw.edu | 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

IT TEAM

sefshelp@uw.edu

IT Help Line: 206-616-7365 | **Website:** <https://sites.uw.edu/sefsit>

Barry Hohstadt – Senior Computer Specialist

Gregory Olsen – Computer Support Technician II

Bradley Li – Computer Support Technician II

Adding new users	A/V equipment (projectors)	Computing & Networks
Madrona server	Printing/Printers	Purchase of computers/equipmt

PAYROLL TEAM

sefspay@uw.edu

Jenny Park – Payroll Coordinator II | jenpark7@uw.edu | 206-685-3151

Lynne Hendrix – Administrative Assistant | lhendrix@uw.edu | 206-685-0954

Lynn Catlett – Fiscal Specialist II | lcattlett@uw.edu

Employment status	I-9 for new employees	Paycheck issues
Timesheet	Questions about leave time	Verify costing allocations