

**Department of Physics - Administrative Contact List - eff. 05/05/2022**

Note:

- 1) UT phone number and PMA office locations noted as "n/a" are due to on-going PMA office refreshes. Will be updated once staff offices are completed
- 2) Staff are working remotely due to PMA office refreshes unless otherwise noted

Area	Name	Position/Role	Email	PMA Office	UT Phone Number	Alternate Phone Number	Work from Home	Website Information	Supervisor
<b>Physics Assistant Director</b>									
	Hoskins, Virginia	Assistant Director; Faculty Affairs	<a href="mailto:voviedo@Austin.utexas.edu">voviedo@Austin.utexas.edu</a>	TBD	n/a	512-436-0248	M-F		Laguna
<b>Academic Support</b>									
	Harbin, Melva J	Undergraduate Coordinator	<a href="mailto:ugaffairs@physics.utexas.edu">ugaffairs@physics.utexas.edu</a>	7.328	ext: 1-8856	n/a	M, F		
	Ervin, Matthew F	Graduate Program Administrator	<a href="mailto:graduate@physics.utexas.edu">graduate@physics.utexas.edu</a>	7.326	ext: 1-1664	n/a	n/a	<a href="#">Academic</a>	Hoskins
	Jonathan Pereira	Academic Coordinator	<a href="mailto:jp@utexas.edu">jp@utexas.edu</a>	7.328	ext: 1-6443	n/a	M, F		
<b>Human Resources</b>									
	Riley, Kathryn A	Hiring, Separations, Visas, Visitors,	<a href="mailto:hr@physics.utexas.edu">hr@physics.utexas.edu</a>	TBD	n/a	737-471-4724	M-F	<a href="#">HR</a>	Hoskins
	Peery, Jeannie	Payroll/ Benefits		TBD	n/a	512-270-1131	M-F		Riley
<b>Research</b>									
<b>Administration</b>									
	Carpenter, Christopher A	Center admin supervisor	<a href="mailto:financials@physics.utexas.edu">financials@physics.utexas.edu</a>	N/A	n/a	336-500-3164	M-F	<a href="#">Reporting</a>	
	Vacant	CNLD, CPF, CHEDS Physics Admin	<a href="mailto:PhysicsABS@physics.utexas.edu">PhysicsABS@physics.utexas.edu</a>	TBD	n/a	n/a			Hoskins
	Garza, Teresa A	IFS Admin	<a href="mailto:teresag@Austin.utexas.edu">teresag@Austin.utexas.edu</a>	11.215	ext: 1-4698	n/a	n/a		
	Parker, Jane A	CQS Admin	<a href="mailto:jane.parker@Austin.utexas.edu">jane.parker@Austin.utexas.edu</a>	7.220	ext: 1-7253	n/a	T-F		Carpenter
	Hayes, Lisa	Institute for Theoretical Physics	<a href="mailto:lisa.hayes1@Austin.utexas.edu">lisa.hayes1@Austin.utexas.edu</a>	9.306	ext: 1-3898	n/a	TBD		
<b>Grants &amp; Contracts</b>									
	Frisch, Kyle D	Pre/Post Grants & Contracts Support	<a href="mailto:grants@physics.utexas.edu">grants@physics.utexas.edu</a>	TBD	n/a	970-579-0786	M-F	<a href="#">Grants</a>	Hoskins
	Avellan, Mercy Cristina			TBD	n/a	512-703-0654	M-F		Frisch
<b>Department Administration</b>									
	Vacant	EA and Events Coordinator		TBD	n/a	n/a	M-F	<a href="#">Events</a>	
	Patkowski, Eric H	PMA Front Office, Notary Services	<a href="mailto:PhysicsABS@physics.utexas.edu">PhysicsABS@physics.utexas.edu</a>	5.208	ext: 1-1153 ext: 5-7769	n/a	n/a	<a href="#">Admin Info</a>	Hoskins
<b>Accounting &amp; Finance</b>									
<b>Finance</b>									
	Carpenter, Christopher A	Reporting, Special Projects, Transfers, Account Corrections/ Creation, Service Ctr Reviews	<a href="mailto:financials@physics.utexas.edu">financials@physics.utexas.edu</a>	N/A	n/a	336-500-3164	M-F	<a href="#">Reporting</a>	Hoskins
<b>Purchasing &amp; Payment Processing</b>									
	Jangard, BRANT	POs, UT Market, Amazon, Procard,		TBD	n/a	737-275-0332	M-F	<a href="#">Purchasing</a>	Hoskins
	Martinez, Gloria	Business Contracts, Payment	<a href="mailto:purchasing@physics.utexas.edu">purchasing@physics.utexas.edu</a>	TBD	n/a	737-702-5281	M-F		Jangard
	Campbell, Dale R	Processing, Deposits		TBD	n/a	737-708-6510	M-F	<a href="#">Payments</a>	Jangard
<b>Travel</b>									
	Campbell, Dale R	Process travel authorization &	<a href="mailto:travel@physics.utexas.edu">travel@physics.utexas.edu</a>	TBD	n/a	737-708-6510	M-F	<a href="#">Travel</a>	Jangard
	Martinez, Gloria	reimbursements, PIFs		TBD	n/a	737-702-5281	M-F		Jangard