

Department of Physics - Administrative Contact List - eff. 11/15/2021

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
Physics Assistant Director									
	Hoskins, Virginia	Assistant Director, Faculty Affairs	voviedo@austin.utexas.edu	TBD	n/a	512-436-0248	M-F		Laguna
Academic Support									
	Harbin, Melva J	Undergraduate Coordinator	ugaffairs@physics.utexas.edu	7.328	ext: 1-8856	n/a	T, F		
	Ervin, Matthew F	Graduate Program Administrator	graduate@physics.utexas.edu	7.326	ext: 1-1664	n/a	n/a	Academic	Hoskins
	Vacant	Academic Coordinator							
Human Resources									
	Riley, Kathryn A	Hiring, Separations, Visas,	hr@physics.utexas.edu	TBD	n/a	737-471-4724	M-F		Hoskins
	Peery, Jeannie	Visitors, Payroll/ Benefits		TBD	n/a	512-270-1131	M-F	HR	Riley
Research									
Administration									
	Carpenter, Christopher A	Center admin supervisor	financials@physics.utexas.edu	N/A	n/a	336-500-3164	M-F	Reporting	
	Tway, Maria	CNLD, Gravity, CPF, Physics Admin	PhysicsABS@physics.utexas.edu	TBD	n/a	512-981-5870	M-F	Events	Hoskins
	Garza, Teresa A	IFS Admin	teresag@austin.utexas.edu	11.215	ext: 1-4698	n/a	n/a		
	Parker, Jane A	CQS Admin	jane.parker@austin.utexas.edu	7.220	ext: 1-7253	n/a	T-F		Carpenter
	Vacant	WTG Admin							
Grants & Contracts									
	Frasch, Kyle D	Pre/Post Grants & Contracts	grants@physics.utexas.edu	TBD	n/a	970-579-0786	M-F	Grants	Hoskins
	Avellan, Mercy Cristina	Support		TBD	n/a	512-703-0654	M-F		Frasch
Department Administration									
	Tway, Maria	EA and Events Coordinator		TBD	n/a	512-981-5870	M-F	Events	Hoskins
	Patkowski, Eric H	PMA Front Office	PhysicsABS@physics.utexas.edu	5.208	ext: 1-1153 ext: 5-7769	n/a	n/a	Admin Info	Tway
Accounting & Finance									
Finance									
	Carpenter, Christopher A	Reporting, Special Projects, Transfers, Account Corrections/ Creation, Service Ctr Reviews	financials@physics.utexas.edu	N/A	n/a	336-500-3164	M-F	Reporting	Hoskins
Purchasing & Payment Processing									
	Jangard, BRANT	POs, UT Market, Amazon,		TBD	n/a	737-275-0332	M-F	Purchasing	Hoskins
	Martinez, Gloria	Procard, Business Contracts,	purchasing@physics.utexas.edu	TBD	n/a	737-702-5281	M-F		Jangard
	Campbell, Dale R	Payment Processing, Deposits		TBD	n/a	737-708-6510	M-F	Payments	Jangard
Travel									
	Campbell, Dale R	Process travel authorization & reimbursements, PIFs	travel@physics.utexas.edu	TBD	n/a	737-708-6510	M-F	Travel	Jangard
	Martinez, Gloria			TBD	n/a	737-702-5281	M-F		Jangard