

UTS:
ARTS AND SOCIAL SCIENCES

PROFESSIONAL STAFF GUIDE: October 2016

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FASS STAFF GUIDE: March 2016

FACULTY OF ARTS AND SOCIAL SCIENCES

CONTENTS

| | |
|---------------------------------|----|
| School Level Support | 2 |
| School of Communication | 3 |
| School of Education | 6 |
| School of International Studies | 9 |
| Faculty Level Support | 11 |
| Other Faculty Level Units | 20 |

* Content accurate as of May 2016. For updates email: Angela.Zinn@uts.edu.au

Overview: School Level Support

School Administration

The **School Administration Office** provides general administrative, academic programs and facilities services to School staff:

- **School support and general administration** including executive support, committees/secretariat support, HR and finance tasks (e.g. recruitment administration, induction, iExpenses etc), school communication, and local event management.
- Specific **academic programs** activities such as subject administration, applications and admissions, advice to students, and local teaching and learning support including subject coordination administration, assistance with subject outlines / CIS as appropriate.
- **Facilities management** including allocation to workspaces, routine maintenance of school facilities and equipment, and ordering stationery/consumables

Please note: Facilities and operations will no longer be centrally managed for the whole faculty.

School staff please contact the school office with any facilities questions.

Faculty level units contact the Operations Team.

UTS:



COMMUNICATION

School of Communication

School administration location: Level 9, Building 10

The **School Administration Manager** provides high level support to the Head of School and is responsible for the oversight of administrative support to the school community. The School Administration Manager also manages the academic programs function within the school, liaising closely with Teaching Technologies, Innovation and Support Unit.

School Administration Manager: Mariana Baltodano

Email: Mariana.Baltodano@uts.edu.au

Phone: 02 9514 8248

Location: CB10.09.112

Executive Assistant: Destiny Wolf

Responsible for the provision of high-level dairy management for Head of School, executive and project support to the School of Communication; management of travel forms, workloads and Staff Connect.

Email: Destiny.Wolf@uts.edu.au

Phone: 02 9514 2768

Location: CB10.09.107

Administration Assistant: Tabitha Daley

Responsible for undertaking a range of administrative services to support the activities of the School and for the provision of high level customer service to key stakeholders.

Email: Tabitha.Daley@uts.edu.au

Phone: 02 9514 4590

Location: CB10.09.107

UTS:



COMMUNICATION

SoC Teaching and Learning Team

Responsible for providing high level administrative support to the School in relation to teaching & learning activities including: timetabling, subject accreditation, renewal & information, student queries, honours administration, internships management, casual academic appointments, liaison with SAU & PQU; and maintenance of website relating to teaching & learning activities.

Email: Soc-enquiries@uts.edu.au

Teaching and Learning Support Team Leader

Oversees the delivery of high quality, timely and accurate teaching and learning support services. Responsible for the leadership and management of the school's teaching and learning administration activities and processes, and for the team's overall performance and development.

Brenda Eadie

Email: Brenda.Eadie@uts.edu.au

Phone: 02 9514 1554

Location: CB10.09.107

Working Days: M, Tu, Th & F (8.30am -4pm)

Senior Teaching and Learning Support Officers

Responsible for providing high level administrative support to the School in relation to academic programs activities.

Krzysztof Komsta

Email: Krzysztof.Komsta@uts.edu.au

Phone: 02 9514 1496

Location: CB.10.09.107

Khatijah Reeks

Email: Khatijah.Reeks@uts.edu.au

Phone: 02 9514 2720

Location: CB10.09.107

Working hours: M – F, 9.30am – 4pm

Teaching and Learning Support Officer

Responsible for providing general administrative support to the school in relation to teaching and learning activities.

Irene O'Farrell

Email: Irene.Ofarrell@uts.edu.au

Phone: 02 9514 1598

Location: CB10.09.107

Working Days: M, W & F

School of Education

School administration location: level 4, Building 10 in the city.

The **School Administration Manager** provides high level support to the Head of School and is responsible for the oversight of administrative support to the school community. The School Administration Manager also manages the academic programs function within the school, liaising closely with Teaching Technologies, Innovation and Support Unit.

School Administration Manager: JJan McClelland

Email: Jan.McClelland@uts.edu.au

Phone:

9514 3712 (Mon, Weds & Fri)

9514 1998 (Tue & Thur)

Location: CB10.04.311

Executive Assistant: Margaret McComb

Facilities management, iProcurement, Honorary Appointments, Staff induction, Events & Executive Assistant support to the School of Education.

Email: Margaret.Mccomb@uts.edu.au

Phone: 02 9514 5224

Location: CB10.04.312

Executive Assistant: Honorine Jarkey

Diary management for Head of School, Travel forms, Meeting coordination, Staff Connect & Executive Assistant support to School of Education

Email: Honorine.Jarkey@uts.edu.au

Phone: 02 9514 3411

Location: CB10.04.312

Senior Teaching & Learning Support Officers:

Responsible for providing high level administrative support to the school in relation to academic programs activities including timetabling, subject approval, renewal and information, student queries, casual academic appointments and website maintenance relating to teaching and learning activities.

Alison Wong:

Teacher Education

Email: Alison.Wong@uts.edu.au

Phone: 02 9514 5177

Location: CB10.04.312

Lilly Bian

Adult Education / TESOL & Applied Linguistics

Email: Lilly.Bian@uts.edu.au

Phone: 02 9514 3406

Location: CB10.04.312

Working Days: Monday, Tuesday, Wednesday & Thursday

Teaching & Learning Support Officers:

Responsible for providing general administrative support to the school in relation to teaching and learning activities including timetabling, subject accreditation, renewal and information, student queries, casual academic appointments and website maintenance.

Guanghong Zhang

Adult Education / TESOL & Applied Linguistics

Email: Guanghong.Zhang@uts.edu.au

Phone: 02 9514 3709

Location: CB10.04.312

Wendy Trethewy

Teacher Education

Email: Wendy.Trethewy@uts.edu.au

Phone: 02 9514 5033

Location: CB10.04.312

Working Days: Tuesday & Thursday

Professional Experience Office**Professional Experience Coordinator: Susan Rohanna**

Responsible for the administrative activities of the Professional Experience Program and facilitating student practicum placements in schools as a mandatory element of their degree.

Email: Susan.Rohanna@uts.edu.au

Phone: 02 9514 5409

Location: CB10.04.313

Professional Experience Officer: Malti Vallabh

Responsible for assisting the Professional Experience Coordinator, facilitating student practicum placements in schools as a mandatory element of their degree.

Email: Malti.Vallabh@uts.edu.au

Phone: 02 9514 5289

Location: CB.10.04.313

Administrative Officer: Rosemary McLellan

Email: Rosemary.McLellan@uts.edu.au

Phone: 02 9514 5622

Location: CB10.04.313

Technical Officers:

Support the science/visual arts education subjects within the School by providing access to the required materials and equipment for practical classes, liaising with teaching staff to ensure the required consumables are available and providing specialist support.

Kath Burton (Visual Arts & Music)

Email: Kath.Burton@uts.edu.au

Phone: 02 9514 5334

Location: CB10.04.121

Simon Scourfield-Evans (Science)

Email: Simon.Scourfield-Evans@uts.edu.au

Phone: 02 9514 5291

Location: CB10.04.560

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INTERNATIONAL STUDIES



School of International Studies

School administration location: level 5, Building 10.

The School is responsible for the In-Country Study Program including information for students, administrative requirements, travel and partner university enrolment arrangements, and monitoring student progression.

The **School Administration Manager** provides high level support to the Head of School and is responsible for the oversight of administrative support to the school community. The School Administration Manager also manages the academic programs function within the school, liaising closely with Teaching Technologies, Innovation and Support Unit.

School Administration Manager: Michelle Andersen

Email: Michelle.Andersen@uts.edu.au

Phone: 02 9514 3043

Location: CB10.05.429

Executive Assistant: Veronica Scicluna

Email: Veronica.Scicluna@uts.edu.au

Phone: 02 9514 4511

Location: CB10.05.431

Travel and Administration Officer: Megan Den-Besten

Facilitates travel arrangements for students and staff participating in the In Country Study (ICS) program, manages the relationship between the faculty and approved travel providers, and liaises with partner universities where required. This position also provides general administrative assistance to the School of International Studies.

Email: Megan.Den-Besten@uts.edu.au

Phone: 02 9514 1575

Location: CB10.05.431

UTS:

INTERNATIONAL STUDIES



Senior Teaching and Learning Support Officer:

Responsible for providing high level administrative support to the school in relation to academic programs activities including timetabling, subject approval, renewal and information, student queries, casual academic appointments and website maintenance relating to teaching and learning activities.

John Brentnall

Email: John.Brentnall@uts.edu.au

Phone: 02 9514 1574

Location: CB10.05.431

Teaching and Learning Support Officer:

Responsible for providing general administrative support to the school in relation to teaching and learning activities including timetabling, subject approval, renewal and information, student queries, casual academic appointments and website maintenance.

Fiona Connolly

Email: Fiona.Connolly@uts.edu.au

Phone: 02 9514 3916

Location: CB10.05.431

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ARTS AND SOCIAL SCIENCES



Faculty Level Support:

Faculty General Manager: Lara Jacques

Email: Lara.Jacques@uts.edu.au

Phone: 9514 5253

Location: CB10.14.

Projects, Planning and Governance Unit

Located on level 14 of building 10, the Unit provides support to the Faculty and Schools taking overall responsibility for strategic planning, university and faculty-wide projects, communicating and explaining policy changes, and governance.

Projects, Planning and Governance Manager: Sita Chopra

This role is responsible for the provision of advice on all governance and policy-related matters and the coordination of strategic projects for the Faculty Executive. The position is also responsible for the effective and efficient management of the Dean's Unit.

Contact:

Email: Sita.Chopra@uts.edu.au

Phone: 02 9514 4542

Location: CB10.14.107

Project Officers

Design, manage and evaluate a range of faculty-wide projects relating to policy implementation, business process improvement, university-wide teaching and learning initiatives, and faculty special events.

Gareth Patterson

Email: Gareth.Patterson@uts.edu.au

Phone: 02 9514 9073

Location: CB10.14.107

Angela Zinn:

Email: Angela.Zinn@uts.edu.au

Phone: 02 9514 3888

Location: CB10.14.107

Catherine Baker

Email: Catherine.Baker@uts.edu.au

Phone: 02 9514 3808

Location: CB10.14. 106

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ARTS AND SOCIAL SCIENCES



Executive Support Coordinator: Katy Hughes

Assists the Projects, Planning and Governance Manager in the effective and efficient management of the Dean's Unit as well as the provision of high level administrative support to the Dean. This position will manage the other Executive Assistant/s within the Projects, Planning and Governance Unit.

Katy Hughes, EA to:

Professor Mary Spongberg, Dean

Professor Maryanne Dever , Associate Dean Teaching & Learning

Professor Jim Macnamara, Associate Dean Engagement & International

Email: Katy.Hughes@uts.edu.au

Phone: 02 9514 3919

Location: CB10.14.106

Executive Assistant:

Jo Bu, EA to:

Ms Lara Jacques Faculty General Manager

Professor Alan McKee, Associate Dean for Research and Development

Professor Sandy Schuck, Director of Research Training

Email: Jo.Bu@uts.edu.au

Phone: 02 9514 3626

Location: CB10.14.106

Administration Assistants:

Responsible for undertaking a range of administrative services to support the activities of the Dean's Unit and the Projects Planning and Governance Unit. Booking & maintenance of meeting rooms, general reception duties, Invoice processing, catering & events, record management and other ad-hoc activities.

Samantha Encarnacion

Email: Samantha.Encarnacion@uts.edu.au

Phone: 02 9514 3875

Location: CB10.14.100

Chantelle George

Email: Chantelle.George@uts.edu.au

Phone: 02 9514 3875

Location: CB10.14.100

Finance and Operations Unit:

Please note: Facilities and operations will no longer be centrally managed for the whole faculty.

Facilities functions are being transitioned to the Schools. School staff please contact the school office with any facilities questions.

Finance Team: Level 14 of building 10:**Finance Manager: Hector Edan**

Provides leadership and management of the finance team, which provides value-added financial services, clear strategic financial advice, analysis, and reporting, identifying key variances, trends and emerging issues, costing issues, and revenue opportunities.

The role completes financial risk assessments to ensure the financial sustainability of the faculty, and the financial effectiveness of teaching and research models. The role also manages and presents the faculty budget, assigns management responsibility, and establishes a clear link to all strategic plans.

Email: Hector.Edan@uts.edu.au

Phone: 02 9514 3463

Location: CB10.14.104

Management Accountant: Louise Koster

Email: Louise.Koster@uts.edu.au

Phone:

Location:

Finance Coordinator: Rachel Sulilven

Responsible for managing faculty accounts, analyzing and distributing a range of reports to relevant stakeholders, contributing to the development of the annual faculty budget and regular budget forecasting.

Email: Rachel.Sullivan@uts.edu.au

Phone: 02 9514 4549

Location: CB10.14.104

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ARTS AND SOCIAL SCIENCES



Operations Team: Level 14 of building 10:

Operations Manager: Chris Bradshaw

Provide high level logistical services to the faculty to ensure the efficient distribution of physical resources and that the safety and security of faculty staff and students is maximised.

Play a significant role in the collection and analysis of a range of data to support the faculty's operational and strategic activities.

Email: Christopher.Bradshaw@uts.edu.au

Phone: 02 9514 3898

Location: CB10.14.206

Operations Officer: Chheng Vath

Supporting the Operations Manager, the officer will coordinate all major faculty purchases and travel sourcing and procuring goods or services that maximise the benefits of UTS's preferred supplier arrangements.

Email: Chheng.Vath@uts.edu.au

Phone: 02 9514 2269

Location: CB10.14.206

Senior Contracts Officer: Steven Yates

Responsible for the processing of casual academic and practicum contracts for the three schools within the faculty, enforcing compliance with faculty and university requirements for casual contracts, and general financial administration and reporting.

Email: Steven.Yates@uts.edu.au

Phone: 02 9514 9072

Location: CB10.14.104

Administration Assistant: Monique Ashley

Supports the daily administrative activities for the faculty, including mail.

Email: Monique.Ashley@uts.edu.au

Phone: 02 9514 2277

Location: CB10.14.206

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ARTS AND SOCIAL SCIENCES



Engagement and International Portfolio

The portfolio supports the Associate Dean (Engagement and International) in translating UTS's engagement and internationalisation strategies at a faculty level and enhancing the faculty profile in the academic community in Australia and abroad.

This portfolio fosters business / industry associations to generate partnerships and other activities, increase the faculty's visibility to both Government and industry while providing academic staff with opportunities for engagement outside of the academic community.

Partnership Development Manager: Keely Duffy

Work closely with the A/Dean (Engagement and International) to foster business / industry associations resulting in the generation of partnerships, research funding and alumni activities.

Email: Keely.Duffy@uts.edu.au

Phone: 02 9514 3831

Location: CB10.14.107

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ARTS AND SOCIAL SCIENCES



Teaching Technologies, Innovation and Support Unit (TTISU)

Located on level 5 of Building 10, TTISU is responsible for faculty-based support and guidance in teaching and learning. TTISU also collaborates with each of the three schools on:

- Curriculum renewal, development and alignment with learning.futures, including the use of new technologies and spaces
- Managing curriculum development, course evaluation and reporting
- Building the faculty's overall capability in curriculum design and face-to-face, online and blended learning
- Improving and developing course materials and learning tools
- Student voluntary (non course based) internships
- Development of relationships with university and external stakeholders
- Research into pedagogy, different technologies and learning spaces as well as analysis of educational trends, student expectations, equity and access

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ARTS AND SOCIAL SCIENCES



Director, Teaching Technologies, Innovation and Support: Gregory Martin

Works closely with the ADTL to ensure that teaching and learning in each of the three schools is developed, supported and aligned with the strategy of the university.

The Director manages the Learning Technologies Manager & the Teaching & Learning Innovation Manager.

Email: Gregory.Martin@uts.edu.au

Phone: 02 9514 3833

Location: CB10.05.568

Contact Gregory to speak about:

- Development of strategies and processes for improvement in teaching programs
- Design, creation and review of teaching resources, courses and subjects
- Resources and contacts available to support teaching and learning
- Sharing experiences, expertise and ideas
- Collaboration with TTISU to engage in research into the relationship between pedagogy, different technologies, curriculum, learning spaces and student learning
- The faculty's professional development program and contributing to it

Learning Technologies Manager: Marc Bell

Charged with the research, evaluation and implementation of new teaching and business technologies across the faculty and providing expert advice to the Director on educational design matters.

Email: Marc.Bell@uts.edu.au

Phone: 02 9514 3462

Location: CB10.05.572

Contact Marc to speak about:

- Policies, practices, training & professional development for use of new technologies and spaces.
- Learning technologies across a range of formal and informal contexts including lecture theatres, collaborative teaching spaces and informal, virtual learning spaces
- External contractors and suppliers for upgrading or provision of new technologies and installation
- Support for FASS staff on the use of CASS, UTS Online, CIS, etc
- Potential sources of income for use of the faculty's facilities outside of teaching semesters

Teaching and Learning Innovation Manager: Georgie Avard

Charged with building the capability of academic staff in educational design, managing the academic programs function at a faculty level, and ensuring quality and compliance. The T&LI Manager also oversees the creation of innovative course content.

The Teaching & Learning Innovation Manager supervises the Teaching & Learning Coordinators & Officer.

Email: Georgina.Avard@uts.edu.au

Phone: 02 9514 3922

Location: CB10.05.576

Contact Georgie to speak about:

- Strategy and management of faculty level courses
- Support to each of the schools for course creation, changes and renewal
- New teaching and learning initiatives, resources and proposals
- Research into best practices, analysis of trends, resources and contacts to support teaching and learning

Teaching and Learning Innovation Coordinators:

The TLI Coordinators maintain strategic relationships across the university to ensure a consistent approach to teaching and learning responsibilities. They support the management of teaching and learning activities for the faculty. They also coordinate annual reviews of selection criteria for admission to courses and course availability management and contribute to the preparation of course information available to students.

Email: Sunil.Manandhar@uts.edu.au

Phone: 02 9514 4538

Location: CB10.05.574

Email: Rita.Frisina@uts.edu.au

Phone: 02 9514 1552

Location: CB10.05.573

Contact Sunil or Rita to speak about:

- Support to each of the schools in relation to administrative management and compliance of teaching and learning activities
- Quality review and compliance audits
- Reaccreditation
- CASS course structure
- Using UTS Online, CASS and CIS

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Teaching and Learning Innovation Officer: Drew Andrea

Provides general administrative support to TTISU, predominantly in relation to course administration and coordination of voluntary work experience placements for students across the faculty. This includes assistance with renewal of programs, integration of delivery methods into subjects and courses and preparation of course information available to students.

Contact Drew to speak about:

- Student voluntary work experience/internships
- Support for academic program tasks including course accreditation and reaccreditation, course changes, and discontinuations
- Advice and support on various platforms including UTS online, CASS, CIS, etc.

Email: Drew.Andrea@uts.edu.au

Phone: 02 9514 4616

Location: CB10.05.578

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Other FASS Faculty Level Units:

MediaLab:

[MediaLab staff](#) support teaching and learning in production subjects taught at both undergraduate and post-graduate levels. Students enrolled in Communication subjects are given security access to Building 3 & Building 10 facilities to complete their media production assignments in video techniques, video editing, compositing and animation, emergent media technologies such as virtual reality, website production, desktop publishing, online research, sound composition, recording and mixing, multiplatform practice, video conferencing and remote interviewing techniques.

Contact:

Acting MediaLab Operations Manager: Teigan Kollosche

Email: Teigan.Kollosche@uts.edu.au

Phone: 02 9514 1046

Location: CB03.03.03

MediaLab Coordinators:

Sharon Etter

Email: Sharon.Etter@uts.edu.au

Phone: 02 9514 1942

Location: CB03.03.02

Mark Riordan

Email: Mark.Riordan@uts.edu.au

Phone: 02 9514 2282

Location: CB3.3.05B

William Lawlor

Email: William.Lawlor@uts.edu.au

Phone: 02 9514 2954

Location: CB03.03.05

Miguel Valenzuela

Email: Miguel.Valenzuela@uts.edu.au

Phone: 02 9514 1937

Location: CB03.03.04

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MediaLab Production Specialists:

Toula Anastas

Email: Toula.Anastas@uts.edu.au

Phone: 02 9514 1043

Location: CB03.03.04

Clive Collins

Email: Clive.Collins@uts.edu.au

Phone: 02 9514 2482

Location: CB03.03.04

Sina Djavadkhani

Email: Sina.Djavadkhani@uts.edu.au

Phone: 02 9514 1053

Location: CB03.03.20

Justin Harvey

Email: Justin.Harvey@uts.edu.au

Phone: 02 9514 2159

Location: CB03.03.04

Nicholas Wishart

Email: Nicolas.Wishart@uts.edu.au

Phone: 02 9514 1936

Location: CB03.03.04

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MediaLab Equipment Store Officers:

Paul Dinning

Email: Paul.Dinning@uts.edu.au

Phone: 02 9514 1044

Location: CB03.01.02

Nick Hendersen

Email: Nick.Hendersen@uts.edu.au

Phone: 02 9514 1044

Location: CB03.01.02

Ritchie Pappas

Email: Ritchie.Pappas@uts.edu.au

Phone: 02 9514 1044

Location: CB03.01.02

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Faculty Research Office

The Faculty Research Office is the first point of contact for faculty-specific administrative and academic information, advice and support. The Faculty Research Office can assist with student support, HDR supervision, grants and funding for development and opportunities, ECR and publications.

Research Support and Development Manager: Jo York

Email: Joanna.York@uts.edu.au

Phone: 02 9514 4544

Location: CB10.14.204

Research Coordinator: Michael Prince

Email: Michael.Prince@uts.edu.au

Phone: 02 9514 3933

Location: CB10.14.208

Research Projects and Communications Officer : Claire Moore

Email: Claire.Moore@uts.edu.au

Phone: 02 9514 9074

Location: CB10.14.204

Research Degrees Administrators:

Margaret McGrath

Email: Margaret.McGrath@uts.edu.au

Phone: 02 9514 4547

Location: CB10.14.208

Juleigh Slater

Email: Juleigh.Slater@uts.edu.au

Phone: 02 9514 4512

Location: CB10.09.204

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Marketing Unit

The FASS marketing unit looks after web, recruitment and engagement events, external communication, design coordination, conference coordination and degree marketing and advertising for the Faculty of Arts and Social Sciences.

Marketing & Communications Manager: Chris Fullagar

Email: Chris.Fullagar@uts.edu.au

Phone: 02 9514 9938

Location: CB10.05.590

Marketing Officer: Crystal McLoughlin

Email: Crystal.McLoughlin@uts.edu.au

Phone: 02 9514 2704

Location: CB10.05.590

Events Officer: Dileka Pathiratna

Email: Dileka.Pathiratna@uts.edu.au

Phone: 02 9514 9931

Location: CB10.05.590

FASS Web Team:

Meegan Desmond- Thursdays

Andrew Macpherson – Monday, Tuesday and Fridays

Shared email: fass.web@uts.edu.au

Phone: 9514

Location: CB10.05.590

FASS Professional Staff Contact List

| <u>Staff Name</u> | <u>Position</u> | <u>Email</u> | <u>Contact</u> |
|-------------------|-----------------|--------------|----------------|
|-------------------|-----------------|--------------|----------------|

Dean's Office

| | | | |
|----------------|---|---------------------------|------|
| Mary Spongberg | Dean | Mary.Spongberg@uts.edu.au | 3930 |
| Jim Macnamara | Associate Dean Engagement & International | Jim.Macnamara@uts.edu.au | 2334 |
| Maryanne Dever | Associate Dean Teaching & Learning | Maryanne.Dever@uts.edu.au | 2104 |
| Alan Mckee | Associate Dean Research & Development | Alan.Mckee@uts.edu.au | 3630 |
| Sandy Schuck | Director of Research Training | Sandy.Schuck@uts.edu.au | 3999 |
| Lara Jacques | Faculty General Manager | Lara.Jacques@uts.edu.au | 3867 |

School of Communication

| | | | |
|-------------------|--|------------------------------|------|
| Mariana Baltodano | School Administration Manager | Mariana.Baltodano@uts.edu.au | 8248 |
| Destiny Wolf | Executive Assistant | Destiny.Wolf@uts.edu.au | 2768 |
| Tabitha Daley | Administrative Assistant | Tabitha.Daley@uts.edu.au | 4590 |
| Brenda Eadie | Teaching & Learning Support Team Leader | Brenda.Eadie@uts.edu.au | 1554 |
| Krzysztof Komsta | Senior Teaching & Learning Support Officer | Krzysztof.Komsta@uts.edu.au | 1496 |
| Khatijah Reeks | Senior Teaching & Learning Support Officer | Khatijah.Reeks@uts.edu.au | 2720 |
| Irene O'Farrell | Teaching & Learning Support Officer | Irene.OFarrell@uts.edu.au | 1598 |

| <u>Staff Name</u> | <u>Position</u> | <u>Email</u> | <u>Contact</u> |
|-------------------|-----------------|--------------|----------------|
|-------------------|-----------------|--------------|----------------|

**School of
Education**

| | | | |
|------------------------|--|-----------------------------------|-------------------------------|
| Jan McClelland | School Administration Manager | Jan.McClelland@uts.edu.au> | 3712 (M,W,F) 1998 (T&T) |
| Margaret McComb | Executive Assistant | Margaret.McComb@uts.edu.au | 5224 |
| Honorine Jarkey | Executive Assistant | Honorine.Jarkey@uts.edu.au | 3411 |
| Alison Wong | Senior Teaching & Learning Support Officer | Alison.Wong@uts.edu.au | 5177 |
| Lilly Bian | Senior Teaching & Learning Support Officer | Lilly.Bian@uts.edu.au | 3406 |
| Guanghong Zhang | Teaching & Learning Support Officer | Guanghong.Zhang@uts.edu.au | 3709 |
| Wendy Trethewy | Teaching & Learning Support Officer | Wendy.Trethewy@uts.edu.au | 5033 |
| Susan Rohanna | Professional Experience Coordinator | Susan.Rohanna@uts.edu.au | 5409 |
| Malti Vallabh | Professional Experience Officer | Malti.Vallabh@uts.edu.au | 5289 |
| Rosemary McLellan | Administrative Officer | Rosemary.McLellan@uts.edu.au | 5622 |
| Kath Burton | Technical Officer | Kath.Burton@uts.edu.au | 5334 |
| Simon Scourfield-Evans | Technical Officer | Simon.Scourfield-Evans@uts.edu.au | 5291 |

| <u>Staff Name</u> | <u>Position</u> | <u>Email</u> | <u>Contact</u> |
|-------------------|-----------------|--------------|----------------|
|-------------------|-----------------|--------------|----------------|

School of International Studies

| | | | |
|-------------------|--|------------------------------|------|
| Michelle Andersen | School Administration Manager | Michelle.Andersen@uts.edu.au | 3043 |
| Veronica Scicluna | Executive Assistant | Veronica.Scicluna@uts.edu.au | 4511 |
| Megan Den-Besten | Travel and Administration Officer | Megan.Den-Besten@uts.edu.au | 1575 |
| John Brentnall | Senior Teaching & Learning Support Officer | John.Brentnall@uts.edu.au | 1574 |
| Fiona Connolly | Teaching & Learning Support Officer | Fiona.Connolly@uts.edu.au | 3916 |

Projects, Planning & Governance Unit

| | | | |
|----------------------|---|---------------------------------|------|
| Sita Chopra | Projects, Planning and Governance Manager | Sita.Chopra@uts.edu.au | 4542 |
| Catherine Baker | Project Officer | Catherine.Baker@uts.edu.au | 3808 |
| Gareth Patterson | Project Officer | Gareth.Patterson@uts.edu.au | 9073 |
| Angela Zinn | Project Officer | Angela.Zinn@uts.edu.au | 3888 |
| Katy Hughes | Executive Support Coordinator | Katy.Hughes@uts.edu.au | 3919 |
| Jo Bu | Executive Assistant | Jo.Bu@uts.edu.au | 3626 |
| Samantha Encarnacion | Administration Assistant | Samantha.Encarnacion@uts.edu.au | 3919 |
| Chantelle George | Administration Assistant | Chantelle.George@uts.edu.au | 3875 |

| <u>Staff Name</u> | <u>Position</u> | <u>Email</u> | <u>Contact</u> |
|-------------------|-----------------|--------------|----------------|
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**Finance and
Operations Unit**

| | | | |
|----------------------|----------------------------|---------------------------------|------|
| Finance Partner | Hector Eden | Hector.Eden@uts.edu.au | 3463 |
| Louise Koster | Management Accountant | Louise.Koster@uts.edu.au | 4549 |
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