MECHANICAL ENGINEERING OFFICE • ROOM 2107

Department manager

Catherine Carter
cclcart2@wisc.edu • 265-2155
• Department budgeting and accounts
• Professorships
• Budgeting
• Startup tracking; Buyout
• Policies and procedures

Assistant department administrator

Barry Crook
barry.crook@wisc.edu • 890-2248
• Work order submission and tracking
• Payroll and HR supervision
• TA and Grader recruiting; Faculty recruiting coordination
• Department graduate fellowship accounts
• Fall Competition accounts

Purchasing and travel

Use purchasing@me.engr.wisc.edu

Yan Xu
xu364@wisc.edu • 890-3699
• Purchase orders, PIRS, and direct payments
• Department Foundation and 233 accounts
• Capital Equipment
• Gifts in Kind
• Scholarship payments

Alex Gober
agober@wisc.edu • 890-3032
• Credit cards, Procards, purchasing
• Travel and travel-expense reimbursement
• Fleet vehicle reservations

Payroll and benefits • room 2001

Hong Zhang (Biomechanics; Computational; Mechanics and Controls; Solar Energy)
hzhang53@wisc.edu • 890-2562

Amie Hering (Engine Research Center; Manuf.)
amie.hering@me.wisc.edu • 262-8223
• Student and zero-dollar appointments
• Payroll funding changes
• Student TA shop waivers
• Faculty and student visas
• Undergraduate fellowship/award letters/payments
• Parental leave for grad students
• Affiliate appointments

Office support

Abby Tetzlaff
• Front desk; phone lines; keys; copier
• Driver authorizations
• ME and ERC MDS purchases
• Speak Test registrations

Research support

• Pre-award: support, budgets, submissions
• Post-award: setup, management, closeout
• Effort reporting
• Faculty foundation and 233 accounts; revenue accounts

Catherine Shults
cmshults@wisc.edu • 263-5372

• Manufacturing
  Chen, Min, Osswald, Pfefferkorn, Turng

• Computational Engineering
  Negrut, Pan, Qian, Shapiro, Suresh

• Engine Research Center
  Ghandhi, Kokjohn, Rothamer, Sanders, Trujillo, Thompson

Zach Smith
zach.smith@me.wisc.edu • 890-1090

• Mechanics and Controls
  Andrews, Eriten, Krupenkin, Rudraraju, Rudykh, Xu, Zinn

• Solar Energy
  Anderson, Miller, Nellis, Pfotenhauer, Reindl

• Biomechanics
  Adamcyk, Franck, Henak, Roldán-Alzate, Roth, Thelen

Communications

Meg Hamel
meg.hamel@wisc.edu • 265-8438
• Strategic communications
• Department event management
• Undergraduate scholarships; alumni; stewardship
• Faculty recruitment scheduling
• Department website, social media

Advancement • room 2266

Brad Green
brad.green@supportuw.org • 608-341-9016

Caroline Sullivan
caroline.sullivan@supportuw.org • 608-341-9016
• Fundraising and alumni relations

Advising

Graduate: Sara Hladilek
shladilek@wisc.edu • 262-8617 (room 3182)

Undergraduate: Sarah Lander, LauraLee Berry, Noah Edelstein, Michael Radloff, Maria Zarzalejo

262-2473 • 1410 Engineering Drive, Room 170

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