

## Administration

**Davis, Betsy**  
Department Personnel Manager  
42602  
bdavis@uci.edu

**Graham, Terri**  
Payroll/Personnel Analyst  
47639  
tgraham@uci.edu

**Lara, Alison**  
Administrative Assistant  
47629  
laraa@uci.edu  
Administrative Support Supervisor

**McIntyre-Brown, Karen**  
Financial/Operations Analyst  
42159  
kmbrown@uci.edu

## Administration-Graduate Student Instructional Support Staff

**Aird, Julie**  
Grad Affairs Officer  
45438  
jaird@uci.edu  
TA and Grader assignments  
Graduate Student office assignments

**Chu, Jaycee**  
Grad Affairs Officer II  
43496  
jhchu@uci.edu  
Grad Student Advising (A through Z)  
Grad Student Database  
Physics 269 - TA video recording  
Fall Comprehensive Exam  
Grad Student Recruitment & Admissions  
Prospective Grad Student Visits  
Grad Student Housing/Fall New Grad Orientation  
Advising (Pink) Forms/Dissertation Progress Forms  
Grade Change Forms/Incomplete Grades

**Lowe, Brian**  
Enrollment Specialist  
42614  
loweb@uci.edu  
Drop cards  
Authorize course enrollment  
Office Hours:  
M - F 9:30am -12:00pm

**Perkins, Monica**  
Student Affairs Manager  
47036  
mugwu@uci.edu  
Schedule of Classes / Student Enrollment  
Review Session Room Reservations  
Spring Comprehensive Exam  
General Catalogue updates  
Pizza Talks  
Grad Student Employment Exception Memos  
Grad Student Handbook  
Course Action Forms (CAFs & eCAFs)  
Student Fellowship Opportunities

## Administration-Instructional Support Staff

**Badescu, Ferdinand**  
Instructional & Demon. Supp.  
48094  
ferdib@uci.edu

**Haddad, B.J.**  
Instructional Support Staff  
47188  
bhaddad@uci.edu  
Jr. Development Engineer

**Kelley, Jim**  
Technical Development  
46038  
jwkelley@uci.edu

**Rosendahl, John**  
Instr. & Demonstration Dir.  
48101  
jdrosend@uci.edu

## Administration-Undergraduate Instructional Support Staff

**Lodgard, Kirsten**  
Assistant Analyst  
45949  
klodgard@uci.edu  
Grad Student Payroll Employment Updates  
Textbook Orders and Updates  
Seating Charts / Exam Cover Sheets  
Undergrad Recruitment and Retention  
TA & Instructor Evaluations  
EEE issues related to Undergrad Courses  
Undergrad Physics Major Faculty Advising  
Final Exam Return  
Grad Student Commencement List

## Administrative Support

**Aprati, Taren**  
Administrative Assistant  
45402  
taprati@uci.edu  
Faculty Support - Instruction & Research

**Bedi, Sheila**  
Administrative Assistant  
46485  
sbedi@uci.edu  
Faculty Support - Instruction & Research

**Brown, Jeannie**  
Senior Editor  
47638  
jmbrown@uci.edu  
Faculty Support - Instruction & Research

**Feran, Genie**  
Administrative Assistant  
46911  
eferan@uci.edu  
Front Desk Support

**Gonzalez, Griselda**

Administrative Assistant

40475

[grisg@uci.edu](mailto:grisg@uci.edu)

Faculty Support - Instruction & Research

**Lotito, Sylvia**

Administrative Assistant

44680

[slotito@uci.edu](mailto:slotito@uci.edu)

**Simmons, Carrollann**

Administrative Assistant

47646

[simmons@uci.edu](mailto:simmons@uci.edu)

Faculty Support - Instruction & Research