

Student and Teaching Support

Academic Programs:

Course planning process, educational policies, oversight of administration of undergraduate and graduate academic programs, accreditation (ABET)

John Girash, Graduate, jgirash@seas.harvard.edu, 6-5956

Margo Levine, Undergraduate Advising, mlevine@seas.harvard.edu, 6-8129

Patrick Ulrich, Undergraduate, pulrich@seas.harvard.edu, 6-0542

Course catalog and course scheduling, TF appointments, classrooms, undergraduate academic program administration

Kathy Lovell

klovell@seas.harvard.edu

6-1524

Undergraduate advising events and student programming, prospective/admitted student tours and events, student diversity

Christine Zaldana

czaldana@seas.harvard.edu

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Graduate/PhD academic program administration, graduate student welfare

John Girash

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6-5956

Graduate admissions

Julie Holbrook

holbrook@seas.harvard.edu

5-2747

Master's (data science/computational science engineering) program advising/admin

Daniel Weinstock

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Master's academic program administration, undergraduate technology fellowship program

Sheila Coveney

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4-9091

Undergraduate Advising:**Applied Math**

Margo Levine, mlevine@seas.harvard.edu, 6-8129

Sarah Iams, siams@seas.harvard.edu, 5-5935

Electrical Engineering, Mechanical Engineering

Chris Lombardo, lombardo@seas.harvard.edu, 6-5185

Bioengineering

Linsey Moyer, lmoyer@seas.harvard.edu, 6-2840

Active Learning Labs:

Teaching lab component of courses, computation in curriculum, student co-curricular active learning

Anas Chalah achalah@seas.harvard.edu 5-8991

Career Services:

Student internship and employment.

Keith Karasek kkarasek@seas.harvard.edu

5-5073

IACS/master's & professional programs:

Catherine Chute

cathy_chute@harvard.edu

6-9821

Diversity, Inclusion, Belonging:

Advise, training

Alexis Stokes

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6-8249

SEASCONTACTLIST–UPDATED FEBRUARY 3, 2020

Faculty & Staff Resources	Research Administration & Finance	Space & Facilities	External Engagement	Technology
Faculty Administrators/Coordinators: Faculty administrator/ coordinator issues Administrators/Coordinators	Research Portfolio Managers (RPM): Research funding, proposal development, policy, compliance, portfolio financial planning Administrators/Coordinators	Campus Planning & Design: Space assignment, renovations, improvements Pam Choi Redfern predfern@seas.harvard.edu 6-3238	Corporate Partnerships: All corporate engagements Eleanor Carlough ecarlough@seas.harvard.edu 6-1164	SEAS Computing: Research computing, work productivity tools, course and classroom technology ithelp@harvard.edu 5-7777
Area Administration: AM, AP, MSME, & ESE: Jill Larson jl Larson@seas.harvard.edu 6-4201	Cambridge campus: Veronique Corrdin corrdin@seas.harvard.edu 6-5570	Facilities Management: Maintenance, custodial, keys and card access Cambridge: Adam Gillis agillis@seas.harvard.edu 6-8544 Allston: Don Claflin dclaflin@seas.harvard.edu 4-7205	Communications: Internal & external communications engagements, SEAS website, alumni outreach, branding Paul Karoff karoff@seas.harvard.edu 6-0450	HUIT: Laptops, desktops, email, printers, phones, networks. ithelp@harvard.edu 5-7777
BioEng, CS & EE: Michaela Kapp and Jenny Mileski michaela@seas.harvard.edu 6-0964 jmileski@seas.harvard.edu 5-2597	Allston campus: Rady Rogers rmrogers@seas.harvard.edu 6-4952	Science Operations: Shared equipment/cores, lab safety, equipment inventory Leigh Needleman, leigh_needleman@harvard.edu 6-3414	Development: All external non-government and non-corporate funding/ gift engagements. Crate Herbert crate_herbert@harvard.edu 5-8878	Phones: ithelp@harvard.edu 5-7777
Faculty Affairs: Faculty appointment procedures and policies, including searches and reviews Diane Schneeberger dls@seas.harvard.edu 6-2869 Research appointments (including postdocs): https://www.seas.harvard.edu/academic-affairs/contacts-and-roles	Jason Calieri, Cambridge Campus jcalieri@seas.harvard.edu 5-0451 Asma Sharif, Allston Campus Asma_sharif@harvard.edu 5-9189	Room reservations: Classrooms: Tricia Jacome jacome@seas.harvard.edu 5-2833 Other space: Jason Ortega jortega@seas.harvard.edu 5-2840	Community Outreach: K-12 programs, summer REU program, grad student recruitment Kathryn_Hollar@seas.harvard.edu 6-7479	
Human Resources (staff): Recruitment and retention, Employee/labor relations issues, compensation, training and development, harassment-including staff Title IX issues Kim Harris 5-4586	Senior Director: Pam Baker-Webber bakerwebber@seas.harvard.edu 5-1634	Events: Susan Forrest sforrest@seas.harvard.edu , 6-1811		
Diversity, Inclusion, Belonging: Alexis Stokes astokes@seas.harvard.edu 6-8249	Faculty Administrator/Coordinator: Travel and non-research related reimbursements Administrators/Coordinators			
Title IX resources: www.titleix.harvard.edu	Procurement & Payroll: Radha Suraj radha_suraj@seas.harvard.edu 6-6970			