

HR, Admissions and Advising	Job Duties	Email
Anita Bennett - Assistant Director of Administration and Operations	and Staff positions, faculty contracts, annual faculty reviews, tenure cases, CPRs, Office assignments, staff employment, benefits questions, IT issues.	Anita.Bennett@austin.utexas.edu
Tawnya Palmquist - Administrative Associate	Visiting Artist/ Viewpoint coordinator, events management.	tawnya.palmquist@austin.utexas.edu
Stefanie Donley - Senior Administrative Associate	Manages art models and model applications	Stefanie.Donely@austin.utexas.edu
Hillary Haines -Senior Administrative Associate	Undergraduate student hiring	hruther@mail.utexas.edu
Rowan Howe -Graduate Program Coordinator	Graduate Admissions, Graduate Advising, AI/TA's, Graduate Recruitment	rowan.howe@austin.utexas.edu
Vacant-Undergraduate Admissions Coordinator	Undergraduate New and Transfer (internal or External)	-
Katherine Skluzacek - Academic Advisor	Undergraduate Advising, Minor Program Admissions for ARH	katherine.skluzacek@austin.utexas.edu
Meagan Severson McGlothlin - Administrative Associate	Graduate Student Hires	meagan.severson@austin.utexas.edu
Financials	Job Duties	Email
Brittney Johnson - Accounting Manager	Unit Business Officer, Account Reconciliation, Account information, Scholarships, Purchasing questions, in Person Procard, Purchasing Contrats	Brittney.Johnson@austin.utexas.edu
Hillary Haines -Senior Administrative Associate	Purchasing, Paperstore, Equipment and Course fee account questions, Online ProCard. Travel Cards	hruther@mail.utexas.edu
Meagan Severson McGlothlin - Administrative Associate	Request for Travel Authorization (RTA) Processing and questions, Reimbursements and payments	meagan.severson@austin.utexas.edu
Tawnya Palmquist - Administrative Associate	Travel reimbursements	tawnya.palmquist@austin.utexas.edu

Building Operations		
	Job Duties	Email
Theron Smith -Assistant Operation Manager	Building questions or concerns, facilities questions or concerns, Keys, Lockers, Key Pads, Inventory	theron.smith@austin.utexas.edu
Stefanie Donley - Senior Administrative Associate	Room reservations	stefanie.donley@austin.utexas.edu
Courses and Scheduling		
	Job Duties	Email
Stefanie Donley - Senior Administrative Associate	Course Instructor Surveys, Course Scheduling, Grade Reporting and Grade Changes	stefanie.donley@austin.utexas.edu
Communications and Marketing		
	Job Duties	Email
Jennifer Irving - Communication Specialist	Press Releases, Department Newsletter, Social media, Marketing.	jennifer.irving@utexas.edu
Hunter Thomas -Senior Graphic Designer	Graphic Design , Department Website	hunterthomas@austin.utexas.edu
Visual Art Center (VAC)		
	Job Duties	Email
Max Fields - Gallery Director	Visual Arts Center	mstevens@utvac.org
Melissa Fandos - Assistant Curator	Visual Arts Center	mfandos@utexas.edu
Marc Silva - Chief Preparator	Visual Arts Center	marcsilva@utvac.org
Kaya Sumer - Assistant Preparator	Visual Arts Center	kaya.sumer@austin.utexas.edu
Kate Joly - Administrative Associate (Accounting)	Visual Arts Center	kate.joly@utvac.org
Lab Staff		
	Job Duties	Email
Khanh Nguyen - Technical Staff Assistant V	Woodshop	khanhxnguyen@austin.utexas.edu
Andy Forbes -Woodshop Assistant	Woodshop Assistant	andrewforbes@utexas.edu
Erin Miller -Printmaking Lab Manager	Print Lab	erin.miller@austin.utexas.edu

Emily Lee - Sculpture Lab Manager	Sculpture Lab	emilylee@utexas.edu
Juan Cisneros -Transmedia Lab Technician	Transmedia Lab	ulexite@utexas.edu
Melissa Nunez - Photography Lab Manager	Photo Lab	melissanunez@austin.utexas.edu
Rachel De Guzman - Fab Lab Technician	Fab Lab	rachel.deguzman@austin.utexas.edu
Summer Programs and Center Staff	Job Duties	Email
Nayla Muntasser - Director CSAI	Center for the Study of Ancient Italy (CSAI)	nkmuntasser@austin.utexas.edu
Astrid Runggaldier -Assistant Director	Mesoamerica Center	astrid@austin.utexas.edu
Milady Casco -Adminstrative Associate	Mesoamerica Center	milady@austin.utexas.edu