

DFALD Contacts Sheet (Sept. 8, 2017) – Staff Services

Office	Contact	Service Areas
Dean's Office	Kim Ryan (Adriana Arredondo starting Sept 18) Dean's EA & Office Manager Room 119 kim.ryan@daniels.utoronto.ca T: 416-978-3089	<ul style="list-style-type: none"> • Booking time with Richard • Dean's correspondence • Core faculty meetings • Faculty searches • Faculty T&P • Faculty sabbaticals, retirements
	Dale Duncan Sr Communications & Media Relations Officer Room 116 dale.duncan@daniels.utoronto.ca T: 416-978-2253	<ul style="list-style-type: none"> • Divisional communications and published materials • Web site content
	Pam Walls Communications & Events Coordinator Room 117 pamela.walls@daniels.utoronto.ca T: 416-946-0512	<ul style="list-style-type: none"> • Faculty events • Public programming & community outreach
	Chris Henion Faculty Receptionist & Office Assistant Room 115 christopher.henion@daniels.utoronto.ca T: 416-978-6192	<ul style="list-style-type: none"> • Mail, mail room, kitchenette • Ordering office supplies
Assoc. Dean, Research's Office	Shirley Chan Research Grants & Awards Coordinator Room 320 shirley.chan@daniels.utoronto.ca T: 416-946-0688	<ul style="list-style-type: none"> • Research grants & grants administration • Research awards & honours • AD's office management
Assoc. Dean, Academic's Office	New hire – Assistant Dean, Academic & Outreach	<ul style="list-style-type: none"> • Academic planning/strategic planning • Program reviews & accreditation reviews • Curriculum development • Faculty Council business (starting in Oct).
	Heather Huckfield Program Coordinator Room 136 Heather.Huckfield@daniels.utoronto.ca T: 416-978-6219	<ul style="list-style-type: none"> • AD's office management • Admin support for graduate programs, incl support for copying tests, archiving course outlines, student projects, etc • TA & exam proctor hiring • Graduate course evaluations • Graduate Reviews • Booking space for internal, non-course-related program and individual faculty events
	Adriana Arredondo Undergraduate Program Assistant Room 136 Adriana.Arredondo@daniels.utoronto.ca	<ul style="list-style-type: none"> • Admin support for undergraduate programs • Undergraduate course evaluations • Undergraduate reviews
Business Services	Zita DaSilva D'Alessandro Business Officer Room 124 zita.dsdalessandro@daniels.utoronto.ca T: 416-978-0497	<ul style="list-style-type: none"> • Payroll and employment issues for all core faculty and continuing staff • Staff attendance records
	Alicia Bennett Financial & Business Assistant Room 122	<ul style="list-style-type: none"> • Payroll and employment issues for all sessional/adjunct faculty and casual staff • Keys

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	Alicia.Bennett@daniels.utoronto.ca T: 416-978-3103	<ul style="list-style-type: none"> • Booking space for commercial events
	Ryan Burns Financial Officer Room 124 Ryan.Burns@daniels.utoronto.ca T: 416-978-0497	<ul style="list-style-type: none"> • All things financial, including invoices, reimbursements etc.
Technology Services	Vadim Aulov Help Desk Support Room 177 vadim.aulov@daniels.utoronto.ca T: 416-978-7003 x203	<ul style="list-style-type: none"> • A/V requests for classroom set-up • Computer repair & trouble-shooting
	Yuri Lomakin Information Technologist Room 178 yuri.lomakin@daniels.utoronto.ca T: 416-978-7003 x202	<ul style="list-style-type: none"> • Computer configuration, set-up & repair • Printers
	Alex Lee Sr. Systems Admin. Room 178 alexander.lee@daniels.utoronto.ca T 416-978-7003 x218	<ul style="list-style-type: none"> • Network servers & systems
	Maxim Batourine Director Room 179 m.batourine@daniels.utoronto.ca T: 416-978-7003 x201	<ul style="list-style-type: none"> • All IT matters not covered by the above
	Johnny Bui Workshop Supervisor & Facilities Coordinator Room 066 johnny.bui@daniels.utoronto.ca T: 416-978-3117	<ul style="list-style-type: none"> • Building facilities: any building malfunctions/repairs, furniture & fixture issues. • Issues dealing with construction work and on-site trades/contractors • Building security concerns • Prepping exhibition spaces
	Tane Um & Bohden Tymchuk Acting Workshop Supervisors Room 066 Tane.Um@daniels.utoronto.ca Bohden.Tymchuk@daniels.utoronto.ca	<ul style="list-style-type: none"> • Workshop supervision & operations, including safety training
	Tom Abromaitis Workshop Technologist Room 065 tomas.abromaitis@daniels.utoronto.ca T: 416-946-3702 x63702	<ul style="list-style-type: none"> • Workshop operations
	Nick Hoban Digital Fabrication Coordinator Room 169 Nicholas.Hoban@daniels.utoronto.ca T:416-946-0493	<ul style="list-style-type: none"> • Fab lab supervision & operations
	Paul Kozak Digital Fabrication Technologist Room 169 T: 416-946-0493	<ul style="list-style-type: none"> • Fab lab operations

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Registrarial & Student Services	<p>Jan Braun Student Services Officer Room 100 jan.braun@daniels.utoronto.ca T: 416-946-3897</p> <p>Kim Peterson Student Services Officer Room 100 kim.peterson@daniels.utoronto.ca T: 416-978-2925</p>	<ul style="list-style-type: none"> • Frontline services. • Fobs • Room bookings for students & course-related room needs. • Forms & student letters • Responding to correspondence at @registrar@daniels.utoronto.ca
	<p>Madison Peters Ass't Registrar, Recruitment & International Room 100 Madison.Peters@daniels.utoronto.ca T: 416-946-0377</p>	<ul style="list-style-type: none"> • Student recruitment • International students • International exchanges • Transcript equivalencies
	<p>Katrina Groen Ass't Registrar, Admissions, Awards & Fina. Aid Room 102 katrina.groen@daniels.utoronto.ca T: 416-978-0852</p>	<ul style="list-style-type: none"> • Student admissions • Student awards & financial aid
	<p>Sofia Joot Ass't Registrar, Records & Enrolment Room 108 Sofia.joot@daniels.utoronto.ca</p>	<ul style="list-style-type: none"> • Enrolment management • Enrolment statistics • Student records management
	<p>Heidi Pepper Coles Assoc. Registrar, Acad. Advising & Student Engagement Room 107 heidi.pepper@daniels.utoronto.ca T: 416-978-3456</p>	<ul style="list-style-type: none"> • Student Advising • Student Life
	<p>Andrea McGee Registrar & Ass't Dean, Students Room 106 andrea.mcgee@daniels.utoronto.ca T: 416-978-2572</p>	<ul style="list-style-type: none"> • Anything not covered by the above
	<p>Ben Pottruff Learning Strategist Room 101 Benjamin.Pottruff@daniels.utoronto.ca T: 416-946-0826</p>	<ul style="list-style-type: none"> • Student Learning
	Advancement Office	<p>Jacqueline Raaflaub Director Room 123 jacqueline.raaflaub@daniels.utoronto.ca T: 416-978-1473</p>
<p>Molly Yeomans Sr. Development Officer Room 121 molly.yeomans@daniels.utoronto.ca T: 416-978-0049</p>		<ul style="list-style-type: none"> • Major gifts
<p>John Cowling Development Officer Room 122</p>		<ul style="list-style-type: none"> • Development work • Alumni outreach

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	<p>john.cowling@daniels.utoronto.ca T: 416-978-4340</p> <p>Brady Tupper (on loan part-time from central advancement) Assoc. Director, Major Gifts Room 121 brady.tupper@utoronto.ca</p>	<ul style="list-style-type: none"> • Major Gifts
Other	<p>Didier Pomerleau CAO Room 125 didier.pomerleau@daniels.utoronto.ca T: 416-946-0208</p>	<ul style="list-style-type: none"> • General planning, resources oversight, and problem-solving.