

Albert Nerken
School of Engineering

The Cooper Union
for the Advancement
of Science and Art

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Welcome to the faculty of the Albert Nerken School of Engineering at The Cooper Union! Below, please find a brief introduction to the administrative team as well as responses to some frequently asked questions. If you have additional questions, please don't hesitate to contact us.

The Administrative Team

Nori Perez, Administrative Manager, Dean's Office

Nori.perez@cooper.edu/212.353.4285/Room 204

- Point person for overall administrative support for the SOE
- Chief of Staff for Barry Shoop
- Point person for Civil Engineering (Chair: Vito Guido)
- Point person for Mechanical Engineering (Chair: Melody Baglione)
- Point person for Mathematics (Chair: Om Agrawal)
- Point person for Physics (Chair: Phil Yecko)

Beth Slack, Administrative Associate & Budget Analyst, Dean's Office

Beth.slack@cooper.edu/212.353.4287/Room 204

- Assists Lisa Shay
- Point person for MEng students
- Point person for Summer Study Abroad & Foreign Exchange Program
- Point person for professional development funding & reimbursement requests
- Point person for start-up funds

Betsy Quitugua, Administrative Assistant, Dean's Office

Betsy.quitugua@cooper.edu/212.353.42/Room 204

- Assists Ruben Savizky
- Point person for undergraduate students
- Point person for all forms (change of grade, independent study, etc.) for SOE
- Point person for social media

Liz Leon, Administrative Associate

Liz.leon@cooper.edu/212.353.4370/Room 409

- Point person for Chemical Engineering (Chair: Ogbonnaya Okorafor)
- Point person for Electrical Engineering (Chair: Fred Fontaine)
- Point person for Chemistry (Chair: Andrea Newmark)

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THE COOPER UNION

FAQ

<u>Question</u>	<u>Office to Contact</u>	<u>Personnel</u>
Office or Classroom Supplies	Department	Liz or Nori
TAs	Department	Liz or Nori
Start-Up Fund Purchases	Dean's Office	Beth
How do students change majors, withdraw, take a leave of absence?	Dean's Office	Betsy
Funding for professional development opportunities	Dean's Office	Beth
Master's Program	Dean's Office	Beth (Lisa Shay)
Issues with technology	IT Office	itsupport@cooper.edu
HR concerns	HR Office	hr@cooper.edu
Payroll issues	Payroll	Tashay.gilbert@cooper.edu

Quick Links/References:

- School of Engineering [Website](#)
- School of Engineering [Forms](#)
- [MEng](#) (Master's) Program
- Online Faculty & Staff [Directory](#)
- School of Engineering [Class Schedule](#)
- [Academic Calendar](#)