

Albert Nerken  
School of Engineering

The Cooper Union  
for the Advancement  
of Science and Art

Cooper Square  
New York NY 10003-7120  
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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

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

- Point person for overall administrative support for the SOE
- Chief of Staff for Barry Shoop

Beth Slack, Administrative Associate & Senior Budget Analyst

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

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

Cherisse Thomas, Departmental Budget Analyst

Cherisse.thomas@cooper.edu/212.353.4288/Room 209

- Point person for all departmental budget spending

Robyn Fitzsimmons, Departmental Budget Analyst

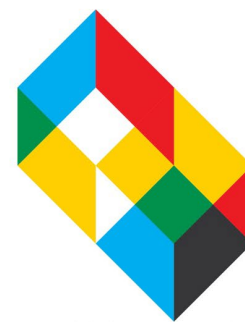
Robyn.fitzsimmons@cooper.edu/212.353.4267/Room 209

- Point person for Chemical Engineering (Chair: Ben Davis)
- Point person for Civil Engineering (Chair: Cosmas Tzavelis)
- Point person for Mechanical Engineering (Chair: Melody Baglione)
- Point person for Mathematics (Chair: Mili Shah)
- Point person for Physics (Chair: Phil Yecko)

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## FAQ

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