

**FACULTY OF ENGINEERING AND BUILT ENVIRONMENT**  
**SCHOOL OF ELECTRICAL ENGINEERING AND COMPUTING**  
**KEY ADMIN CONTACTS ICT 3.07**

NAME	TITLE	PRIMARY RESPONSIBILITIES	EXT
<a href="mailto:SEEC@newcastle.edu.au">SEEC@newcastle.edu.au</a>		General Enquiries	x16026
Vicki Mamantzis	School Executive Officer	<ul style="list-style-type: none"> <li>Professional staff management</li> <li>Teaching allocations</li> <li>School approvals (Travel, Freedom, PCMS)</li> <li>Strategic development</li> <li>Governance, compliance and policy</li> <li>SEEC PR, industry engagement &amp; events</li> <li>Budget management</li> <li>Exam administration</li> <li>Adverse circumstances system</li> <li>Blackboard OCM</li> <li>School executive group support</li> </ul>	X15330
Kathryn Killen	Administrative Officer	<ul style="list-style-type: none"> <li>Semester course administration (outlines, exams, tutorials)</li> <li>SEEC financial administration</li> <li>SEEC correspondence</li> <li>Event support</li> <li>Academic travel</li> <li>ECE discipline support (ELEC/ENGG/COMP/MENG)</li> </ul>	x15541
Nicole Oswald	Administrative Officer	<ul style="list-style-type: none"> <li>Program and course management</li> <li>PSB course administration</li> </ul>	x54528
Jasmine McGee	Administrative Officer	<ul style="list-style-type: none"> <li>Semester course administration (outlines, exams, tutorials)</li> <li>ICT discipline support (INFT/INFO/EBUS/SENG)</li> <li>Discipline meeting administration</li> <li>SEEC financial administration</li> <li>Event support</li> </ul>	x54510
Bradley Fraser	Administrative Assistant (Wed/Thu/Fri)	<ul style="list-style-type: none"> <li>Travel HDR and Academic</li> <li>Trimester course administration</li> <li>Trimester exam administration</li> <li>SEEC invoice payments</li> </ul>	x17947
Kate Reid	Administrative Assistant (Mon/Tue)	<ul style="list-style-type: none"> <li>SEEC correspondence</li> <li>Stationery orders</li> <li>Conjoint administration</li> <li>Amendment to results</li> </ul>	x16026
Tracey Tubridy	Administrative Assistant	<ul style="list-style-type: none"> <li>Casual academic contracts</li> <li>School HR appointments</li> <li>Projects</li> </ul>	x54070