



Georgia Tech

**Institute for Matter
and Systems**

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Who to See: Admin & Finance Team

Team Overview (click team name to jump to section)

Director

- Brian McGlade: Director - Operations

Admin/Events/HR Team

- Cecelia Jones: Asst. Director
- Rebecca Grieco: Marketing & Event Coordinator
- Maria Montenegro: Assistant to the Executive
- Farlenthia Walker: Program Support Coordinator
- Traci Walden-Monroe: Retired-but-Working

Finance Team

- Roy Wood: Financial Manager
- Marlina Simmons: Financial Admin III
- [Vacant]: Financial Manager
- Robin Truitt: Financial Admin II

Building & IT Team

- Wade Johnston: Facilities Manager II
- Deion Sutton: Building Coordinator II
- Aman Baig: Academic & Research IT Engineer

Center Staff

- Alison Jackson: GEDC/EPICA Program Manager
- Walaa Compton: PRC Program Manager
- Josh Lee: WISH Program Manager

Brian McGlade – Director, Operations

Oversees and manages the overall IMS Admin & Finance Team, including: administration, events, facilities, finance, human resources, IT, and research administration.

- Operations oversight: Administration, Events, Facilities, Finance, HR, IT, Research Administration, Staffing
- Process Development and Implementation
- HR: IMS employee representative
- HR: Visas, Permanent Residency, and Visiting Engineers
- HR: Export control for visits
- Misc contracts (licensing + lease agreements)
- IMS Departmental Budget, budget amendments
- Finance team training, finance signatory
- Cost-share (GT-TRACS, allocation requests, management)
- Audit compliance



Administration, Events, and HR Team

Cecelia Jones – Assistant Director, Admin Operations

Oversees and manages IMS Human Resources, marketing & events, and administrative operations.

- Administration, Events, and HR oversight
- Staff hiring, onboarding, termination
- Research faculty appointments, hiring, onboarding, relocation, termination
- Temps (both Tech Temps + external agency)
- Youth Programs / Minors in Labs
- Performance Management process
- Staff reclassifications & reorganizations
- Supplemental Pay
- Joint appointments
- Workers' compensation, extended leave / FMLA
- Employment verification letters

Rebecca Grieco – Marketing/Event Coord II

Leads event management and supports marketing for IMS and IMS research centers, programs, and initiatives (CPIs).

- IMS-sponsored workshops, events & seminars
- CPI-sponsored workshops, events & seminars (backup support to centers w/ dedicated Program Mgrs; lead for those without dedicated support).
- Marketing lead for IMS CPIs (backup to centers w/ dedicated Program Mgrs; lead for those without dedicated support) – newsletters, websites, email lists, etc.
- Marketing support for core IMS operations.

Maria Montenegro – Assistant to the Executive

Provides operational management for IMS leadership and IMS CPIs.

- Administrative support for Prof. Eric Vogel and Prof. Mike Filler.
- Staff events (holiday events, lunches, etc)
- Operational liaison for IMS CPIs.

Farlenthia Walker – Program Support Coordinator

Provides programmatic and administrative support to IMS programs and initiatives and to core IMS operations.

- Administrative lead (purchasing, travel, draft correspondence, calendars, catering, meeting setup, etc) for IMS CPI's and assigned PI portfolio.
- Backup / additional marketing & event support

Traci Walden-Monroe – Retired-but-Working (shared w/ Finance)

- External User Hiring and Management

**Finance Team****Roy Wood – Financial Mgr**

Leads financial operations for IMS service centers.

- Asset coordination (w/ Facilities Mgr)
- Facilities-related Projects
- PI: Spinner, Gary
- Service Center - Cleanroom
- Special Project Space
- SUMS Finance Help & Reporting
- Gift (GTF and GTRC) Coordination and Setup
- Gift Management
- Bursar Invoices
- SSA's

Vacant – Financial Admin III

Supports financial operations for IMS service centers and core IMS finances.

- PI: Berta, Yolande
- PI: Ding, Yong
- Service Center - MCF
- Service Center - MPCF
- Service Center - OMCL
- Service Center - GA-AIM
- IMS Short Courses & Workshops
- Sponsored Invoice Reconciliations
- GT Marketplace
- IMS WebNow Queue

[Vacant] – Financial Mgr

Leads pre- and post-award management and financial management for IMS.

- Center finance: EPICA
- Center finance: GEDC
- Center finance: PRC
- Center finance: WISH
- PI: Bakir, Muhannad
- PI: Filler, Mike
- PI: Ghalichechian, Nima
- PI: Gottfried, David
- PI: Mourigal, Martin
- PI: Ralph, Stephen
- PI: Vogel, Eric
- In-kind processing
- Sponsored proposal preparation & routing
- Subawards
- Gradworks / Grad Student Hiring
- Deliverable Coordination
- OSP Liaison

Robin Truitt – Financial Admin II

Supports IMS day-to-day financial operations.

- PI: Paik, Seung-Joon
- PI: Thomas, Mikkell
- Building budget
- IT budget
- Marketing budget
- Custodial accounts
- IMS Seed Programs
- Initiative Leads
- Fellowships
- Travel Coordinator
- Expense Reimbursements
- Purchasing: Cleanroom & MCF
- Purchasing: General IMS Ops
- RQ Reviewer
- Undergrad Student Hiring
- Payroll Coordinator
- PCard Assistance

Traci Walden-Monroe – Retired-but-Working

- Subawards



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Building & IT Team

Send all Marcus/Pettit building requests to ims-building@gatech.edu

Send all IT requests to ims-it@gatech.edu

Wade Johnston – Facilities Mgr II

Oversees building management for the Marcus Nanotechnology Building and Pettit Microelectronics Building.

- Office/carrel assignments, keys, and record-keeping
- Asset Management & Inventory
- Annual COOP update
- Marcus & Pettit Redbook updates
- Office moves & relocations
- Faculty lab support
- Construction and improvement projects (non-lab based)
- Office + common area furniture maintenance, repair, upgrade: Marcus & Pettit
- Routine building inspections
- Core building equipment (Elevators, HVAC, plumbing, etc)
- Monthly and annual inspections (fire extinguishers, etc)

Deion Sutton – Building Coord II

Supports the Marcus Nanotechnology Building and Pettit Microelectronics Building. Leads conference rooms.

- Manages building occupant email lists
- Building signage, cleanliness, and presentation (interior and exterior)
- Shipping and receiving
- IMS Conference and Meeting Rooms
- Loading dock access
- Buzzcard requests
- EMS & Marcus & Pettit conference rooms, including
- Freight shipping coordination
- Copiers (Marcus & Pettit)
- Office supplies
- Vehicle maintenance
- Bi-weekly staff bagels

Aman Baig – Acad & Research IT Support Engr

Supports IMS staff and IMS shared-user facility IT needs.

- IMS Cell Phone Management
- IMS Computer Management (procurement, inventory, setup, loan agreements)
- IMS Staff IT support
- IT Procurement
- AV support and training for IMS events



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Center, Programs, & Initiatives: Program Manager Team

The Center Program Team works directly with their respective research centers on operational matters.

Alison Jackson: GEDC/EPICA Program Manager

Walaa Compton: PRC Program Manager

Josh Lee: WISH Program Manager