

**UNIVERSITY OF SYDNEY
FACULTY OF DENTISTRY
ADMINISTRATIVE STAFF**

Name	Position	Duties	Fraction	Supervisor	e-mail	Phone
Hugh McCuaig	Faculty Manager	Oversight of administration and services; HR & staffing; legal compliance	Full-time	Dean	H.mccuaig@usyd.edu.au	9351 8305
Denise Fischer	Senior Administrative Officer	Oversight of the administrative functions of the Dean's office; secretariat for DAC and Heads of Discipline; 2IC for Faculty Manager; Faculty official records	Full-time	Dean	D.Fischer@usyd.edu.au	9351 8334
Reuben Karunaikumar	Faculty Accountant	Financial and management accounting services; project management for capital works programs; chart of accounts; oversight of all financial transactions	Full-time	Finance & Business Services (Faculties of Health)	R.Karunaikumar@usyd.edu.au	9351 8332
Ai Lin Nio	Learning & Teaching Services Manager	Curriculum planning; overall co-ordination of, and liaison with respect to, Learning & Teaching (assessments, evaluations & studentfeedback, timetable & rostering, curriculum web content); oversight of PBL, PPD & inbound electives administration; liaison with the Faculty of Medicine for Years 1&2	Full-time	Faculty Manager	A.Nio@usyd.edu.au	9351 8378
Anna Garratt	Curriculum Services Officer (SDH)	Curriculum services covering timetabling & rostering; curriculum content & copyright compliance; casual academic staff supervision with respect to timesheet submission; curriculum review, evaluation & feedback; administrative matters for BDent 1 students; PBL (Problem Based Learning) administration; course requirement items	Full-time	Learning & Teaching Services Manager	A.Garratt@usyd.edu.au	9351 8311

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Alison Green	Curriculum Services Officer (SDH)	Curriculum services covering timetabling & rostering; curriculum content & copyright compliance; casual academic staff supervision with respect to timesheet submission; curriculum review, evaluation & feedback; administrative matters for BDent 2 students; PPD (Personal & Professional Development) administration; outbound electives administration	Full-time	Learning & Teaching Services Manager	A.Green@usyd.edu.au	9351 8333
Joanne Connelly	Curriculum Services Officer (Assessments)	Assessments, exams, progression, special consideration in relation to Bdent 1&2, liaison with the Office of Medical Education, provision of information to students	2 days per week	Learning & Teaching Services Manager	J.Connelly@usyd.edu.au	9351 8361
Marty Darragh	Curriculum Services Co-ordinator	Co-ordination of curriculum services for Bdent 3&4 encapsulating Faculty disciplines and both teaching hospitals (including evaluations ie block review, timetabling & rostering, web content, and HR & pay-related services); specifically, Years 3&4 assessments	Full-time	Faculty Manager	M.Darragh@usyd.edu.au	9845 9029
Arthi Chauhan	Curriculum Services Officer (Westmead)	Curriculum services (including evaluations ie block review, timetabling & rostering, web content, and HR & pay-related services for Integrated Clinics, and administrative matters for BDent 3&4 students;)	Full-time	Curriculum Services Co-ordinator	A.Gopal@usyd.edu.au	9845 7281
Fotini Dimitrioski	Curriculum Services Assistant (Westmead)	Curriculum services including administrative matters for BDent 3&4 students	Full-time	Curriculum Services Co-ordinator	FDimitrioski@usyd.edu.au	9845 6977

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Name	Position	Duties	Fraction	Supervisor	e-mail	Phone
Jackie Williamson	Senior Policy & Projects Officer	Policy development (including Copyright, Attendance), L&T project management, TIES grants co-ordination, and secretariat services (including Learning & Teaching Committee, Oral Health Foundation Council)	5 days per fortnight	Faculty Manager	J.Williamson@usyd.edu.au	9351 8324
Jayne Groves	Senior Policy & Projects Officer	Policy development (including Honours), project management eg Workload Analysis, Curriculum Review, and secretariat services (including Faculty Board)	3 days per week	Faculty Manager	J.groves@usyd.edu.au	9351 8303
Anne Quinlan	Student Administration & Admissions Officer	Undergraduate student information and administration for the Bachelor of Dentistry and Bachelor of Oral Health degrees including admissions, enrolments; provision of course and student information for Faculty Handbook, website and brochures; undergraduate appeals against academic decision; undergraduate scholarships	Full-time	Faculty Manager	A.Quinlan@usyd.edu.au	9351 8308
Rebecca Granger	Postgraduate Studies Officer	Postgraduate courses course development, policy & resolutions; postgraduate student information, admissions, enrolments & graduation in collaboration with the Sydney Medical School Postgraduate Administration Office; provision of course and student information for Faculty Handbook, website and brochures; postgraduate appeals against academic decision; postgraduate scholarships; postgraduate finance; secretariat for Faculty Postgraduate Studies Committee; inbound electives administration	Full-time	Associate Dean (Postgraduate) (line reporting to Faculty Manager)	R.granger@usyd.edu.au	9845 8706

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Name	Position	Duties	Fraction	Supervisor	e-mail	Phone
Tracey Bowerman	Research Co-ordinator	Liaison with IDR (Institute for Dental Research), University and granting bodies; research data submissions; research finance; research section of Faculty website; Research Newsletter; secretariat for Faculty Research Committee; curriculum and administrative services for the Oral Medicine Discipline (including assessments, block review, timetabling & rostering, web content, and HR & pay-related services); executive services to the Head of Discipline	Full-time	Associate Dean (Research) (line reporting to Faculty Manager)	T.bowerman@usyd.edu.au	9845 7892
Dana Coleman	Marketing Manager	Marketing and promotion of the Faculty's teaching and research (including events, information evenings, brochures, Faculty Newsletter, Faculty Prizes Ceremony); prizes administration; experts database	3 days per week	Faculty Manager	D.Coleman@usyd.edu.au	9351 8343
Anna Forte	Administration & Research Officer (for Deputy Dean)	Support the Deputy Dean through the provision of administrative, project management, secretariat and research support services	Full-time	Deputy Dean (line reporting to Faculty Manager)	A.forte@usyd.edu.au	9845 9210
Niki Mamantov	Executive Officer (Centre for Oral Rehabilitation)	Administrative, research support, marketing, student administration, and advanced software services for the Centre for Oral Rehabilitation	Full-time	Chair in Oral Rehabilitation (line reporting to Faculty Manager)	N.Mamantov@usyd.edu.au	9845 9030
Terry Whittle	Research Officer	Services for specified research grants (including services for laboratory experiments, assistance in the application of specialised software, data analysis, writing papers, financial services for grants such as account monitoring & financial transactions); OH&S (Westmead)	Full-time	Associate Dean (Postgraduate)	T.Whittle@usyd.edu.au	9845 7734

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Natasha Pavic	Executive Assistant (Prosthodontics)	Curriculum and administrative services for the Prosthodontics Discipline (including assessments, block review, timetabling & rostering, web content, and HR & pay-related services); executive services to the Head of Discipline	Full-time	Chair in Oral Rehabilitation (line reporting to Faculty Manager)	N.Pavic@usyd.edu.au	9845 7192
Ramona Grimm	Executive Assistant (Population Oral Health & Epidemiology)	Curriculum and administrative services for the Population Oral Health & Epidemiology Discipline (including assessments, block review, timetabling & rostering, web content, and HR & pay-related services); rural placements; executive services to the Head of Discipline	Full-time	Chair in Population Oral Health & Epidemiology (line reporting to Faculty Manager)	R.Grimm@usyd.edu.au	8821 4362
Leonie Cooke	Administrative Services Co-ordinator	Management of administrative services at the Sydney Dental Hospital including staffing, credentialing, OH&S, security, office/space management	9 days per fortnight	Faculty Manager	L.Cooke@usyd.edu.au	9351 8385
Nicole Taylor	Administrative Services Officer	Shadowing for the Senior Administrative Officer and Student Administration & Admissions Officer; casual staff contracts co-ordination at SDH and other staffing services; administrative support for the Faculty Manager; web content updates ie general site using CMS; counter services	Full-time	Administrative Services Co-ordinator	N.Taylor@usyd.edu.au	9351 8304

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Name	Position	Duties	Fraction	Supervisor	e-mail	Phone
William Thevapalan	Administrative & Technical Services Officer	Audio visual services for Sydney Dental Hospital (SDH); casual room bookings; support for Faculty Accountant; OH&S support; updating of Bdent 3,4 timetable data in calendaring system (temporary); liaison with SDH re offices, keys etc; support for copiers, fax machines etc	Full-time	Administrative Services Co-ordinator	W.Thevapalan@usyd.edu.au	9351 8350
Michael Stonham	Dental Services Assistant	Dental assistance, audiovisual, technical & administrative services for student and client sessions in the simulation clinic at SDH (including the servicing of equipment covering digital radiology, microscope & audiovisual equipment; procurement of materials)	Full-time	Learning & Teaching Services Manager	Mstonham@usyd.edu.au	9293 3450
Aysin Darendeliler	Administrative Services Officer	Senior administrative services for undergraduate and postgraduate programs in Orthodontics	3 days per week	Chair in Orthodontics	adar2777@mail.usyd.edu.au	9351 8314
Maria Apostol	Administrative Services Assistant	Administrative services for undergraduate and postgraduate programs in Orthodontics	Full-time	Chair in Orthodontics	maria@dentistry.usyd.edu.au	9351 8314
Frances Porter	Administrative Assistant (Paediatric Dentistry)	Curriculum and administrative services for the Paediatric Dentistry Discipline (including assessments, rostering, and HR & pay-related services); executive services to the Head of Discipline	3 days per week	SWAHS	frances_porter@wsahs.nsw.gov.au	9845 7420
Anne Carty	Administrative Assistant (Oral Surgery)	Oral Surgery HR & pay-related services	Full-time	SWAHS	acarty@dental.wsahs.nsw.gov.au	9845 7406
Dianne Smith	Administrative Officer (Bachelor of Oral Health)	Curriculum and administrative services for the Bachelor of Oral Health program and for the Director, Deputy Director, Associate Directors; casual academic staff supervision with respect to timesheet submission	Full-time	SWAHS	dianne_smith@wsahs.nsw.gov.au	9633 2333
Olivia Johnston	Administrative Assistant (Bachelor of Oral Health)	Administrative services for the Bachelor of Oral Health program	Full-time	SWAHS	olivia_johnston@wsahs.nsw.gov.au	9633 2333

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Fang Xu	Software Developer/Systems Administrator	Manage software and servers (system administration, maintaining and developing the web applications and databases which enable the delivery of the Faculty's online courses ie Medicine LMS, Compass, WebCT); provide wembaster services	Full-time	Sydney Medical School	fang@med.usyd.edu.au	9351 8371
Kamal Wanigaratne	Senior Computer Support Officer	Computer and ICT services (includes computer logins & Unikey access, maintenance of computing systems in the Faculty's simulation clinics, and all computer matters at Westmead); managemebnt of e-mail lists; videoconferencing services; voice & telephone services; mobile phones; specialist IT services for research grants; facilitate improvements to ICT services in the Faculty; liaison with ICT and relevant hospital staff	Full-time	ICT (Information & Communications Technology)	pros@mail.usyd.edu.au	9845 7734
Hirunda Kanaharaarachchi	Computer Support Officer	Computer and ICT services at SDH (includes computer logins & Unikey access); videoconferencing services; voice & telephone services; mobile phones; liaison with ICT and relevant hospital staff	Full-time	ICT (Information & Communications Technology)	HKanaharaarachchi@usyd.edu.au	9351 8343

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