



Leadership

The CIRES Senior Management Team (SMT) is part of the institute's leadership structure, along with the Executive Committee and Fellows. SMT works with the CIRES Director to navigate the inevitable complicated issues that arise for a large institute embedded in a world-class research university (CU Boulder), serving a critical national science organization (NOAA) and other sponsors. The SMT includes the directors of communications, finance, HR and IT, the Associate Director for Science, and the Associate Director of CIRES. The team strives continually to put the needs of the CIRES community at the forefront, with a focus on minimizing the administrative burden on CIRES researchers, ensuring our science has room to thrive.

Directors: Waleed Abdalati, Maggie Tolbert, Christine Wiedinmyer
ciresmc@colorado.edu



IT & Operations

CIRES IT & Operations Team members support you and your research by providing professional support, technology management, event coordination, shipping and receiving and providing you solutions to focus on your research, not the logistics.

Director: Nate Campbell // ciresithelp@colorado.edu

GENERAL IT SUPPORT

STORAGE AND SERVER DESIGN/
SETUP/SUPPORT

RESEARCHER AND GROUP RESEARCH
WEBSITES

AV/WEBINAR MANAGEMENT
AND SUPPORT

POSTER PRINTING

VIRTUAL MACHINE MANAGEMENT

EVENT COORDINATION

INTERNATIONAL & DOMESTIC
SHIPPING / RECEIVING

WE GOT YOU!



Finance

The CIRES Finance Team provides pre- and post-award services to help researchers effectively manage and spend funding from sponsored projects, service centers and gift funds. We also help you work with OCG, CCO and other CU central offices, and all the aspects of your work listed here.

Director: Gretchen Richard // gretchen.richard@colorado.edu

PROPOSAL BUDGETING, FORM PREP &
SUBMISSION

POST-AWARD ADMINISTRATION
(NO-COST EXTENSIONS, BUDGET
REVISIONS, ETC.)

SALARY ASSIGNMENTS, SPENDING
PLANS, ACCOUNT RECONCILIATION

PURCHASING

TRAVEL APPROVALS & REIMBURSEMENTS

PROPERTY (EQUIPMENT) & INVENTORY
MANAGEMENT

EXPORT CONTROL, TECHNOLOGY
CONTROL PLANS, NON-DISCLOSURE
AGREEMENTS & DEPAS



Comms

CIRES Communications helps the general public, media, policy makers, scientific colleagues, and funders understand the value of CIRES research to local communities, the region, the country, and the world. Let us know about your work!

Director: Katy Human // ciresnews@colorado.edu

NEWS STORIES/PRESS RELEASES

NEWSLETTERS

ANNUAL REPORTS

GRAPHICS AND VIDEO

WEBSITE CONTENT

TRAINING

SOCIAL MEDIA

AND MORE!



HR

CIRES Human Resources Team supports all CIRES employees with your HR needs to help make CIRES an employer of choice.

Director: Angela Knight // cireshr@colorado.edu

HIRING AND ONBOARDING

ASSISTANCE WITH VISAS

TRAINING AND DEVELOPMENT

ADDRESSING PERFORMANCE/BEHAVIORAL
CONCERNS

PROMOTIONS (CAREER TRACK)

STUDENT EMPLOYMENT

PERFORMANCE EVALUATIONS (ASA)



Diversity

The CIRES Diversity and Inclusion program works to attract and support diverse prospective students and employees, and to build a culture of inclusion.

Director: Susan Sullivan // susan.sullivan@colorado.edu

RECRUITING

TRAINING AND SUPPORT ON D&I TOPICS

MONITORING THE STATE OF D&I AT CIRES

REVIEW OF STATEMENTS, JOB ADS AND OTHER DOCUMENTS

ONE-ON-ONE AND GROUP SUPPORT FOR D&I INTERESTS

EVALUATION

A DIGITAL D&I COMMUNITY

PROFESSIONAL DEVELOPMENT EVENTS