

PEOPLE IN THE FACULTY: ADMINISTRATIVE STAFF

Mrs Jane Fisher-Hunt **Faculty Administrator,
Secretary of the Faculty Board** **Room G.3**

- Responsible for oversight of Faculty building, administration and finances
- Secretary of most Faculty committees
- Research Grants administration: liaison with central administration and grant-awarding bodies
- Purchase of computing (and other) equipment, authorisation to use Computing Service facilities (such as e-mail, dial-up services, etc.)

Mrs Carolyn Bartley **Secretary to the Faculty
Administrator** **G.2**

- Provides assistance to the Administrative Officer/Secretary of the Faculty Board in all aspects of Faculty administration
- Prepares, collates and circulates Faculty Board and other committee papers
- Services appointments procedures

Miss Lina Undicino **Chief Secretary** **Room G.2A**

- Responsible for the day-to-day running of the Faculty Office, oversees the work of the Secretaries and Custodian
- Supports the Academic Secretaries in all areas of Graduate and Undergraduate administration
- Prepares papers for meetings of the Degree Committee
- Prepares papers for Tripos Examiners' meetings
- Administers Faculty open days, special lectures and conferences
- Faculty Card Representative
- Deals with car parking requests
- Room allocations and bookings – for one-off meetings, supervision rooms, etc.

Mrs Sarah Sheldrick **Secretaries** **Enquiries Office (G.1A)**
(Part-time)

Vacancy (Full-time)

The Secretaries have many responsibilities in common – if one of them is not able to help, the other may be. They report to the Chief Secretary who at very busy times may have to prioritise the secretarial work.

Main areas of their work:

- Assisting the Chief Secretary in all areas of student administration
- Typing, photocopying, collating committee papers
- Looking after stationery supplies and photocopiers
- Circulating materials/literature to various members of Faculty
- Dealing with mail (university and external)
- Assisting in the administration of Open Days
- Assisting caucuses and classical languages committee with their administration

The Part-time Secretary works in the mornings.

Mrs Alicia Periel

Senior Library Assistant

The Library

The Library Assistant is mainly responsible for running the Issue Desk on a daily basis. Maintains the periodical collection, including electronic journals, and a newspaper cuttings collection.

Mr Philip Keates

Library Graduate trainee

The Library

Philip is our Library trainee for this academic year. He will assist at the Issue Desk.

PEOPLE IN THE FACULTY: ACADEMIC STAFF

University Teaching Officers

Professors

Professor W M Beard
Professor P A Cartledge
Professor S D Goldhill
Professor G C Horrocks
Professor R L Hunter (on leave LT & ET 2012)
Professor M J Millett
Professor S P Oakley
Professor R G Osborne
Professor D N Sedley

Newnham College
Clare College
King's College
St John's College
Trinity College
Fitzwilliam College
Emmanuel College
King's College
Christ's College

Readers

Dr C M Kelly
Dr R B B Wardy (on leave 2011-12)

Corpus Christi College
St Catharine's College

University Senior Lecturers

Dr J P T Clackson
Mr N C Denyer
Dr R Flemming (on leave LT & ET 2012)
Dr E J Gowers (on leave MT 2011)
Dr T Meissner
Dr P C Millett (on leave MT 2011)
Dr J R Patterson
Dr N J Spivey (on leave LT & ET 2012)
Dr C Vout
Dr J I Warren

Jesus College
Trinity College
Jesus College
St John's College
Pembroke College
Downing College
Magdalene College
Emmanuel College
Christ's College
Corpus Christi College

University Lecturers

Dr D Butterfield
Dr R Gagné (on leave MT 2011)
Dr L Prauscello
Dr R J E Thompson
Dr C L Whitton

Queen's College
Pembroke College
Trinity Hall
Selwyn College
Emmanuel College

Temporary Faculty Lecturers

Dr M Haysom
Dr O Thomas

Language Teaching Officers

Dr R S Omitowaju (*Senior LTO*)
Mr F G G Basso
Dr C Weiss

King's College

Clare College

Appointments shared with other Faculties

Dr N Wright Girton College Interfaculty post in Post-Classical Latin

College-based Staff

Dr D B Fleet	Corpus Christi College
Dr P R Hardie	Trinity College
Dr N Hopkinson	Trinity College
Dr D S McKie	Robinson College
Dr S S Owen	Fitzwilliam College
Dr P Pattenden	Peterhouse
Dr H Van Noorden	Girton College (Newton Trust Affiliated Lecturer)
Prof. A Wallace-Hadrill	Sidney Sussex College

College Research Fellows

Research Fellows are younger scholars appointed by individual colleges to research posts (usually called ‘Junior Research Fellowships’), typically of three years duration. At most times there are around ten classical Junior Research Fellows (JRFs) in Cambridge colleges, and you are very likely to be taught by one or more of them.

Faculty Research Staff

New Greek Lexicon Project

Dr B L Fraser	Darwin College
Dr P James	
Dr A A Thompson	Girton College

British Academy Fellows

Dr A Launaro	Darwin College
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Leverhulme Trust/Isaac Newton Trust Fellow

Dr P Booth

Wellcome Trust Fellow

Dr D Leith

Greece and Rome at the Fitzwilliam

Dr K Cooper