

Meet the Nicholas School of the Environment's

Administrative Support Team

Office of Student Services

We are Here for You!

Mary Beth Magallanes

Staff Assistant

Student Administration/Student Services

Responsibilities: When a student has a concern and is not sure who can help with it, Mary Beth is their first stop. She knows a little bit about what everyone else in Student Services does, and directs traffic accordingly. She has good relationships with staff assistants throughout NSOE, so she is able to help with the assistance of her network. Also, she schedules all prospective student visits with staff and faculty. In addition to assisting Enrollment Services, she supports the work of those on the Student Administration team, and is fortunate to have contact with everyone from undergrads to PhD candidates.

Bio: Mary Beth has been with the Nicholas School since September 2018. Prior to working at the Nicholas School, she worked at Duke Health Technology Solutions (DHTS) - the OIT for Duke Health - from 2013 to 2018. One of her reasons for wanting to move out of DHTS was not ever having contact with the patients and knowing how her department's work affected them. Mary Beth's favorite part of her work at the Nicholas School is student contact, and her greatest joy at work is seeing students support and guide each other in tough times. She moved to Carrboro, NC from Islip Terrace, NY in 2010, and it's the best decision she ever made. She now owns a home in Graham, NC. She has a BA in Journalism from Marymount College (Tarrytown, NY), and she loves writing, book discussion groups, cooking, exploring new neighborhoods, and is very happy living with her human, David, and canines, Atticus and Daisy.



Tom Brooks

Staff Assistant, Career and Professional Development



Responsibilities: Supports projects across the Nicholas School including budget and financial projects; Nicholas School Executive Education courses; the DEL Certificate in Environmental Communications; Career Services; technical support; and helps with special events.

Bio: Worked for Duke in various roles including software development and program administration. Recently returned after teaching public school. MS in Environmental Studies from Johns Hopkins University. BA from College of William and Mary.

The Student Services team looks forward to meeting you in the fall and interacting with you throughout the next two years and after you graduate.

*WELCOME to the Nicholas School of the Environment,
Duke University and Durham, NC!*

Contact us at <https://nicholas.duke.edu/people/staff>