Meet the Nicholas School of the Environment’s

Student Administration Team

Office of Student Services

We are Here for You!
Cynthia (Cindy) Peters  
Assistant Dean, Student Administration

Responsibilities: Strategic lead for Student Administration including student academic and personal advising, financial aid, registration, academic standards and policies; staff manager for undergraduate programs.

Bio: Cindy has worked at Duke for 40 years in several different schools and offices including the Law School, the Sanford School and the Graduate School. She has been with the Nicholas School since December of 2000. Cindy is a native Floridian: born in Miami, she lived in Florida until the age of 12 when her family moved overseas. She returned to the US to attend college in Atlanta, Georgia and is a proud graduate of Agnes Scott College and an equally proud Duke fan. Outside of work, Cindy likes to read, do crossword puzzles, play cards and spend time with friends and family.
Erika Lovelace
Registrar and Associate Director, Student Administration

Responsibilities: Manage and coordinate course scheduling and registration processes, manage and coordinate activities involved in the establishment and maintenance of student records, audit degrees for graduation, student advising, manage the prerequisite status of all students, and leads the new student on-boarding process.

Bio: Erika has worked at Duke since 2002 and at the Nicholas School of the Environment since 2005. Erika’s academic background includes a BA in theatre arts and a MS degree in management with a focus in project management. In her down time, Erika enjoys a competitive game of Scrabble and Words with Friends, reading, card games and she’s a huge fan of professional football. Go Eagles! Erika hails from a big family – she has 4 sisters, 4 brother-in-laws, 5 nieces and nephews, 2 loving parents and her very sweet cat, Olive, whom she loves and adores.
Gwendolyn Womble  
Enrollment Services Program Coordinator, Duke Marine Lab, Student Administration

Responsibilities: Provide administrative support to key professional and undergraduate student and program functions as part of the Duke University Marine Lab and Student Services team. Support, plan, coordinate and administer activities and select programming. Serve as registrar for Duke University Marine Laboratory undergraduate and CEM students; schedule ML courses; manage application and admissions process for non-Duke students; administer course evaluations for ML; process visa paperwork for international scholars, students, and visitors. Meets and recruits prospective students for Nicholas’ professional masters programs; also assists in coordinating the Coastal Environmental Management concentration of the MEM degree.

Bio: Gwenda is originally from Henderson, NC but has lived in Carteret County for more than a decade. She acquired a BS in Horticulture Science from NC State University in 2003. For 12 years Gwenda was the Conservation Horticulturist at the NC Aquarium at Pine Knoll Shores where she worked designing and maintaining interior and exterior habitats, providing outreach to community groups and individuals and working alongside other agencies to promote native plants in coastal communities. She also spent time in a high school classroom teaching Agriscience and Horticulture. Gwenda has no free time as she is the mom of 2 boys who keep her running around outside, jumping on trampolines and swimming in the sound. She enjoys reading, gardening and eating ice cream.
Katie Wood
Assistant Director, Undergraduate & Marine Lab Programs, Student Administration

Responsibilities: Overall coordination of the undergraduate program at the Marine Lab and academic programs, Marine Science and Conservation Leadership Certificate and the Marine Science and Conservation Concentration within the Environmental Science majors. Marine Lab website, social media, general communications for the Marine Lab. Advising, recruiting, coordination with undergraduate students and student groups.

Bio: Katie started with Duke University at the Marine Lab in 2007. Katie is originally from Batavia, IL and graduated from the University of Illinois in 1997 with a BS in Media Studies. Katie will complete a MA degree in Higher Education Administration from SUNY Stony Brook in December 2017. When not at work you can find Katie out on the boat with her family or in the company of our three dogs (Scout, Luna, Rosco) or at the gym.
Danielle Wiggins
Assistant Director, PhD Programs, Student Administration

Responsibilities: Danielle directly administers and manages academic, operational, and financial activities for four of the six NSOE PhD programs (ENV, EOS, UPEP, UPE). She serves as the liaison for NSOE’s business office and the other two PhD programs (MSC and UPEH) as well as Duke Graduate School. Danielle is an essential advocate for NSOE PhD programs and students.

Bio: Prior to joining the Nicholas School in 2015, Danielle served as Logistics Manager at Duke’s National Evolutionary Synthesis Center (NESCent) for seven years where she managed logistics for over 60 meetings and events with 1500 visitors annually to the center. She received her BS in Business Administration from Gardner-Webb University in 2008 and became a Certified Meeting Planner in 2014. Danielle is currently working on a master’s in higher education concentrating on educational leadership. In her spare time, Danielle enjoys traveling, community service, and spending time with her family and friends.
Laura Collins
Program Coordinator, Professional Programs

Responsibilities: manage master’s project (MP) processes, manage and coordinate external partner engagement and project development, collaborate with faculty to design and implement MP guidelines, resources, and events, and support planning and delivery of projects related to MEM and MF program operations.

Bio: Laura graduated from the Nicholas School’s Master of Environmental Management program in 2017 and joined the Student Services team in August 2019. Prior to returning to Duke, Laura was a program associate for Greenprint Partners, where she designed and led client engagement and impact evaluation for community-driven green infrastructure projects. She earned her BA in biology from Colgate University. When not in the office, you will likely find Laura exploring Duke Forest with her beloved Australian shepherd, traveling to visit family and friends, or working on her latest painting/drawing/knitting project.
Kelley Robbins-Thompson
Program Coordinator, DEL-MEM Program, Student Administration

Responsibilities: Coordinates and oversees daily operations of the DEL-MEM program; plans, manages, and implements the logistics and administration of DEL place-based sessions; provides administrative support for DEL students and faculty; supports DEL recruitment efforts; collaborates with faculty director to identify best practices and offer programmatic recommendations.

Bio: Kelley graduated from the Nicholas School’s Master of Environmental Management program in 2019 and joined the Student Services team in 2020. Prior to her Nicholas School adventures, she served as the Community Agriculture Director at a conservation and community land trust in Athens, GA. Kelley has a Master of Social work from Washington University in St. Louis and a BA in political science and urban studies from Rhodes College. She is also a proud Returned Peace Corps Volunteer (Thailand, ‘03-‘05). When not at work, you can find Kelley hiking with her family, playing in the dirt with her son, triathlon-ing, and spending as much time outdoors as possible!
Responsibilities: Bailee provides support to the undergraduate programs and registrar functions by working closely with the DUSs, plan and implement special events such as graduation with distinction, manage web updates, assist with course registration and scheduling matters, new student on-boarding and provide support for orientation.

Bio: Bailee is a recent graduate from East Carolina University with a B.A. in Psychology and a minor in Biology. Bailee's favorite college memory is being Philanthropy Chairman for her sorority, Phi Mu, where she got to support the nonprofit, Children's Miracle Network Hospitals. Bailee has been at the Nicholas School since September 2019, where she supported the Stanback Fellowship Program, The Career and Professional Development Center, the DEL-MEM DC Leadership Module, and now the Undergraduate Program and Registrar. In her free time, Bailee enjoys traveling, playing with her dog, Phoebe, and spending time with friends and family!
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.
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