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 43 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 family and friends.
Erika Lovelace-Young
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: Gwendy 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 Gwendy 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. Gwendy 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, ECS, UPEP, UPE). She serves as the liaison for NSOE’s business office and the other two PhD programs (MSC and ITEHP) 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 and became a Certified Meeting Planner. Danielle is a trained Health & Wellbeing Coach and will complete her master’s in higher education, concentrating on educational leadership, in spring 2022. In her spare time, Danielle enjoys traveling, community service, and spending time with her family and friends.
Melanie McIntire  
Program Coordinator, Professional Programs

Responsibilities: Melanie’s core responsibilities include managing and implementing the master’s project process (group and solo projects) for all professional master’s students, identifying and coordinating client projects and faculty-driven group projects, engaging with faculty program chairs, developing, implementing, and summarizing student MP evaluations; managing the structure and logistics of NSOE’S graduate certificates including web updates; and supporting special projects in the Professional Programs.

Bio: Melanie comes to us from the Developing a Destination for Talent initiative at Virginia Tech where she served as the Project Manager. She received her Master of Public Administration (MPA) at West Virginia University (Let’s Go Mountaineers!) and is originally from West Virginia as well. Melanie has a passion for working in higher education and hopes to continue working and growing in this field. Aside from work, she has two dogs, an Australian Sheppard/ Lab mix, and a Golden Retriever, that she enjoys taking on runs and hikes outside! Along with this, Melanie enjoys traveling to places that provide all the great scenic views, trying out new recipes in the kitchen, and spending time with her family and friends!
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!
Bailee Starnes
Undergraduate Program Coordinator

Responsibilities: Bailee provides overall coordination of the undergraduate program on Durham Campus. She is responsible for planning, coordinating, and administering the logistics and functions for the Environmental Sciences and Policy (ENV/ESP) and Earth and Climate Sciences (ECS) majors and minors. She implements special events such as Graduation with Distinction, while working collaboratively and strategically with faculty Directors of Undergraduate Studies and other UG-focused colleagues. Bailee also provides primary administrative support to the Certificate of Sustainability Engagement and the Stanback Fellowship Program. She manages web updates, assists 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!
Gladys Mayer  
Program Chairs Assistant

Responsibilities: Gladys supports the MEM and MF faculty Program Chairs in a variety of administrative duties, program delivery and organizational functions. This role will support various areas related to the professional programs, to include but is not limited to, engaging with faculty program chairs, program-related scheduling, first-level student advising, managing student and program data, support advisory committees, summer on-boarding, internal and external program reviews, coordinate admitted student communications between program chairs and Enrollment Services staff, and supporting special projects.

Bio: Gladys brings to the Nicholas School over 25 years of business administrative experience in both the private sector and the non-profit sector. She first came to Duke University in 2002 to support student services for the Organization for Tropical Studies, which offered graduate and undergraduate study abroad programs in Costa Rica, Peru, Brazil, and South Africa. Previously, she worked in international ecotourism logistics and management. Gladys holds a degree in Business Administration from San Ignacio de Loyola University in Lima, Peru. She is also a Certified Professional Photographer from the Kodak Institute of Lima. In her free time, she enjoys photography, hiking, traveling, and spending time with her husband, two daughters, and two dogs.
Marcia Crippen
IMEP Program Coordinator

Responsibilities: Marcia provides coordination for all routine program activities, student services and program logistics for the iMEP Program while students are in the US, as well as leading pre-arrival student services, such as visas and course registration, while students are at DKU. Marcia collaborates with the iMEP Faculty Lead, Dr. Jackson Ewing, and a number of DKU-based colleagues to support students prior to and during their time in Durham. Additionally, she assists in the iMEP recruitment and admissions process.

Bio: Prior to starting at Duke in September 2021, Marcia worked as a Study Abroad Advisor at Wake Forest University for four years where she managed and lead community-based global service programs in Thailand, Cambodia, and Ecuador. She holds a M.S.Ed degree in Higher Education from Old Dominion University and is currently pursuing an Ed.D. in Educational Leadership at UNC Charlotte. Marcia enjoys exploring new places in the U.S. and abroad while also re-visiting her favorite vacation spots, such as Disney World and the Finger Lakes in Upstate NY.
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