# Biosciences Divisional Services: Organization of Functions

## MCB Department Chairs
- Richard Harland, Co-Chair, MCB
- David Raulet, Co-Chair, MCB

## IB Department Chair/Vice Chair
- John Huelsenbeck, Chair, IB
- Robert Dudley, Vice-Chair, IB

### MCB Division Heads
- Barton, Feller, Heald, Koshland, Nogales

### Executive Asst. for MCB Division Head
- Monica Albe & Karen Hronek (2.00)
- phone: 664-4907 & 643-4423

### Administrative Support for MCB
- Chairs & BDS Director
- Rosa Lewandowski (0.80)
- phone: 643-3406

### Project Policy Analyst III
- Tanya Sullivan (Contract: .50)
- phone: 415-515-6438

### Executive Asst. for IB Chair
- Rachel Kayen (1.00)
- phone: 642-3935

### Academic Coordinator II
- Tim Herringer
- phone: 642-3783

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## Academic Services
- Mark Jenkinson
- phone: 642-0944

### Graduate Student Services and Seminar Support
- (6.00)
- - Student recruitment, admissions, advising & counseling, progress to degree, GSI appointments, funding packages. Training grant proposals. Grad program funds administration (training grants, block grants, discretionary funds).
- - Seminar program support, special events, Division meeting.

### Undergraduate Student Services, Course Scheduling and Concurrent Enrollment
- Jamie Depelteau (9.00)
- phone: 643-7473
- - Advising, counseling, outreach activities, commensurate.
- - Course scheduling, evaluations, approvals, textbooks, preparation & copying of course materials, AV arrangements.

### Buildings, Facilities & Technical Support
- Derek Apodaca
- phone: 642-2467
- - Building Operations & Construction Projects, Department Safety Officers & Building Coordinators, maintenance of shared core facilities, security (keys, access control), equipment and space inventories.

### Jane Grey Greenhouse
- Kevin Charles (Bey)
- phone: 643-4772
- - Greenhouse research services.

### Shop Services
- Jeff Davenport
- phone: 643-3983
- - Electronics and Refrigeration.

### BDS Financial Services
- Sharon Gillars
- phone: 643-8127

### Technical Research Support Services
- Alison Killea and Hitomi Asahara (16.0)
- phone: 642-5956 and 642-6383
- - Technical Research Support Services
- - Instruction, recharge operations: MCB & IB, building programs, training grants, gift funds and endowments.

### Technical Services
- Lisa Gerick
- phone: 643-5909
- - Technical Services
- - Computing Support (1.50)
- - Lab Course Support (10.0)

### Materiel Management Services
- TBD (10.0)
- - Receiving/Delivery, Mail Services: Receipt and delivery of goods and mail, data entry, records management.
- - Stockrooms: Sales, billing, inventory management (tracking, ordering, vendor and product research).

### Academic Personnel
- (3.00)
- - Recruitments, merits and promotions of regular and adjunct faculty, lecturers and temporary teaching staff.

### Computing Support
- (1.50)
- - Research computing support: Hardware, software, instrumentation.
- - Network and Server Support: Department servers, network infrastructure.

### Lab Course Support (10.0)
- - Assist developing new lab exercises, prepare materials needed for lab exercises, train GSIs & student workers, setup labs for specific exercises, assist GSIs & instructors during lab periods, order & maintain supplies & equipment, provide required safety training.

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- - Assist developing new lab exercises, prepare materials needed for lab exercises, train GSIs & student workers, setup labs for specific exercises, assist GSIs & instructors during lab periods, order & maintain supplies & equipment, provide required safety training.

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# February 2016
Laboratory Course Support
Integrative Biology

IB Chair
John Huelsenbeck
502-5887

Academic Coordinator
Tim Herrlinger
642-3793

Lab Instruction Supervisor
Tami Mau
642-8123

Staff Research Associate III
Jules Winters
643-0448

Staff Research Associate III
Jill Marchant
642-3549

Staff Research Associate III
Joshua Povich
643-0448

Staff Research Associate III
Brett Boltz
664-9865

Staff Research Associate II TD
642-3549

Staff Research Associate II
Cameron Bronstein
642-3549

February 2016
Technical Support Services
Biosciences Divisional Services and Campus Shared Services

BDS

- Director
  - Lisa Gerick
  - 643-5909

- Applications Programmer 4 (.50 FTE)
  - Karin Hansen
  - 643-5294

- Information Systems/ Tech Analyst 3
  - Matt Paul
  - 643-5294

CSS Team 4 IT

- IT Director
  - Jerry Yerardi
  - 664-9259

- IT Manager
  - Michelle Bautista
  - 664-9306

- IT Supervisor
  - Noah McGee
  - 725-1379

- CSS IT Service Desk
  - (30 IT Technicians)
  - 510-664-9000 Option 1
  - itcsshelp@berkeley.edu

February 2016