Biosciences Divisional Services: Organization of Functions

MCB Department Chairs
Richard Harland, Co-Chair, MCB
David Rauiet, Co-Chair, MCB

MCB Division Heads
Doudna, Feller, Heath, Koshland, Shastri

Director of Administration & Operations
Lisa Gerick (1.00) 643-5909

Undergrad Seminar program support, special Student recruitment, admissions, Course scheduling, evaluations, Advising, counseling, outreach

Graduate discretionaries funds).

Graduate program funds administration degree, GSI appointments, funding advising & counseling, progress to copying of course materials, AV approvals, textbooks, preparation & activities, commencement.

Biosciences Divisional Services: Organization of Functions

Graduate Student Services and Seminar Support (6.00)

- Student recruitment, admissions, advising & counseling, progress to degree, G31 appointments, funding packages. Training grant proposals. Grad program funds administration (training grants, block grants, discretionary funds).
- Seminar program support, special events, Division meeting.

Building Operations & Research Facilities
Derek Apodaca 642-2467

Building, Facilities & Technical Support (6.00)

- Building Operations & Construction Projects, Department Safety Officers & Building Coordinators, maintenance of shared core facilities, security (keys, access control), equipment and space inventories.

Graduate Student Services, Course Scheduling and Concurrent Enrollment Jamie Depelteau (9.00) 643-7473

- Advising, counseling, outreach activities, commencement.
- Course scheduling, evaluations, approvals, textbooks, preparation & copying of course materials, AV arrangements.

BDS Financial Services
Joe Magliaro 643-8127

Lab Course Support & Technical Research Support Services
Ann Fischer (16.0) 642-5956

- 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.
- Recharge Services: Media Preparation, Tissue Culture, DNA Sequencing, On-call dishwashers, Scientific Visualization Center.

Materiel Management Services
Chris Clark (9.00) 643-6305

- 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).

MCB Lab Course Support & Technical Research Support Services
Fei Lin & Erol Kepkep 642-4168 & 664-4759

- 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.

IB Lab Course Support & Technical Research Support Services
Tami Mau 642-3549

- 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.

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

IB Lab Course Support & Technical Research Support Services (6.5)

- 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.

Technical Services
Lisa Gerick 643-5909

Lab Course Support & Technical Research Support Services (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.

Academic Services
Tanya Sullivan 642-6944

- Advising, counseling, outreach activities, commencement.
- Course scheduling, evaluations, approvals, textbooks, preparation & copying of course materials, AV arrangements.

Academic Human Resources
Mary Hsuhe 643-5125

- Recruitments, merits and promotions of regular and adjunct faculty, lecturers and temporary teaching staff.

Computing Support (2.00)

- Research computing support: Hardware, software, instrumentation.
- Network and Server Support: Department servers, network infrastructure.

Lab Course Support & Technical Research Support Services (6.0)

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Technical Support Services
Joe Magliaro 643-8127

Lab Course Support & Technical Research Support Services
Ann Fischer (16.0) 642-5956

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Research Support Services
Lab Course Support & Technical Research Support Services
Ann Fischer (16.0) 642-5956

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Computing Support (2.00)

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Academic Coordinator II
Tim Herrlinger 642-3793

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Tim Herrlinger 642-3793

- Advising, counseling, outreach activities, commencement.
- Course scheduling, evaluations, approvals, textbooks, preparation & copying of course materials, AV arrangements.

Technical Services
Lisa Gerick 643-5909

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Scientific Support Facilities
Molecular and Cell Biology

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Director</td>
<td>Lisa Gerick</td>
<td>643-5909</td>
</tr>
<tr>
<td>Business Services Manager</td>
<td>Joe Magliaro</td>
<td>643-8127</td>
</tr>
<tr>
<td>MCB Scientific Support</td>
<td>Ann Fischer</td>
<td>642-5956</td>
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<tr>
<td>Staff Research Associate IV</td>
<td>Hitomi Asahara</td>
<td>642-6383</td>
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<tr>
<td>Laboratory Helper (.43 FTE)</td>
<td>Georgina Guinoo</td>
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<tr>
<td>Staff Research Associate II</td>
<td>Brian McCarthy</td>
<td>642-2901</td>
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<tr>
<td>Staff Research Associate II</td>
<td>Erica Pederson</td>
<td>642-6383</td>
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<tr>
<td>Lab Assistant I</td>
<td>Heba Farag</td>
<td>643-9593</td>
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<tr>
<td>Lab Helper (.43 FTE)</td>
<td>Maria Hernandez</td>
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<tr>
<td>Staff Research Associate I</td>
<td>Dorothy Okamoto</td>
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<tr>
<td>Lab Assistant III</td>
<td>Loida Pineda</td>
<td>642-5915</td>
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<tr>
<td>Lab Helper (.43 FTE)</td>
<td>Desiree Srisavat</td>
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<td>Lab Helper (.75 FTE)</td>
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<td>Lab Assistant III</td>
<td>Sara Sosa</td>
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<td>Kathryn Yeh</td>
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<tr>
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<td>Carissa Tasto</td>
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<tr>
<td>Staff Research Associate III</td>
<td>Millicent Wilson</td>
<td>642-6383</td>
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<td>Lab Helper (.43 FTE)</td>
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Scientific Support Facilities (DNA Sequencing, Tissue Culture, Fly Food, On-Call Glassware Washing, Media Prep) and Laboratory Course Support

February 2015