Biosciences Divisional Services: Organization of Functions

**IB Department Chair/Vice Chair**
Robert Dudley, Chair, IB
George Bentley, Vice-Chair, IB

**MCB Department Co-Chairs**
David Drubin, Co-Chair, MCB
Nipam Patel, Co-Chair, MCB

**Director of Administration & Operations**
Lisa Gerick
643-5909
(1.0)

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

**Executive Asst. for MCB Division Head**
Karen Hronek: 643-4423 (GGD, IMP, NEU)
Ann Trapaga: 644-4907 (BBS, CDB)
(2.00)

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

**Project Policy Analyst 3**
Tanya Sullivan: 415-515-6438
(0.50)

**Academic Coordinator II**
Tim Herrlinger
642-3793

**Academic Services**
Mark Jenkinson
642-0944

- **Graduate Student Services, Curriculum Planning, & Faculty Seminar Support**
  (8.00)
  - 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 & Concurrent Enrollment**
  Carina Galicia: 643-7473
  (5.5)
  - Advising, counseling, outreach, activities, commencement.
  - Course scheduling, evaluations, approvals, textbooks, preparation & copying of course materials, AV arrangements.

**IB Lab**
Course Support
Tami Mau: 642-8123

**MCB Lab**
Course Support
Erol Kepkep (Bio 1AL): 644-4759
Fei Lin: 642-4168

**Lab Course Support**
(16.5)
- Assist developing new 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.

**Building Operations & Research Facilities**
Derek Apodaca: 642-2467

**Technical Research Support Services**
Hitomi Asahara: 642-6383
Allison Killilea: 642-5956
(16.0)
- **Recharge Services**
  - Media Preparation, Tissue Culture, DNA Sequencing, On-call dishwashers, Scientific Visualization Center.

**Technical Services**
Lisa Gerick: 643-5909

- **Computing Support**
  (1.5)
  - Research Computing Support: hardware, software, instrumentation.

**BDS Financial Services**
Sharon Gillars: 643-8127

- **Departmental Finance**
  (6.0)
  - Department funds management including annual department budgets, operating & discretionary funds, divisional funds, undergraduate & graduate program, training grants, gift funds & endowments.
  - Provide planning, analysis & financial services for Instruction, recharge operations: MCB & IB, building funds, TAS budget.

**Human Resources**
Mary Hsueh: 643-5125

- **Academic Personnel**
  (3.0)
  - Recruitment, merits & promotions of regular & adjunct faculty, lecturers, & temporary teaching staff.
  - Provides oversight for CSS non-senate & staff HR.

- **Material Management Services**
  Darshan Leitze
  (8.0)
  - **Receiving / Delivery, Mail Services**
    - Receipt & delivery of goods & mail, data entry, records management.
  - **Stockrooms**
    - Sales, billing, inventory management (tracking, ordering, vendor & product research).
Laboratory Course Support
Molecular & Cell Biology (MCB)

Director of Administration
Lisa Gerick
643-5909
lgerick@berkeley.edu

Student Services Director
Mark Jenkinson
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mjenkinson@berkeley.edu

MCB Lab Instruction Supervisor (Bio 1AL)
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MCB Lab Instruction Supervisor
(except Bio 1AL)
Fei Lin
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KEY
Supervisor Position

Staff Research Associate 2
Michelle Zeller
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(0.50)

Staff Research Associate 2
Mitra Akhtari
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(0.81)

Staff Research Associate 4
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Staff Research Associate 3
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(0.81)

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(0.50)

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(0.50)

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mjudy@berkeley.edu

Staff Research Associate 3
Jim Sharkey
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Staff Research Associate 2
Vacant
Scientific Support Facilities
(DNA Sequencing, Tissue Culture, Fly Food, On-Call Glassware Washing, Media Prep & Laboratory Course Support)
Molecular & Cell Biology (MCB)

**Director of Administration**
Lisa Gerick
643-5909
lgerick@berkeley.edu

**Financial Services Director**
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**Staff Research Associate 2**
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**Lab Assistant 3**
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**Lab Helper**
Yvette Castillejo

**Lab Helper**
Asha Castillejo

**Lab Helper**
Zarah Arce

**Lab Helper**
Maria Hernandez
mherandez67@berkeley.edu