Biosciences Divisional Services: Organization of Functions

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

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

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

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

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

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

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

**MCB Division Heads**
- Barton, Feller, Heald, Nogales, Rhine

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

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

**Academic Services**
- Mark Jenkinson: 642-0944 (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.

**Graduate Student Services, Curriculum Planning, & Faculty Seminar Support**
- Carina Galicia: 643-7473 (5.95)
  - Advising, counseling, outreach, activities, commencement.
  - Course scheduling, evaluations, approvals, textbooks, preparation & copying of course materials, AV arrangements.

**Undergraduate Student Services & Concurrent Enrollment**
- Jane Grey Greenhouse: 643-4772 (0.50)
  - Greenhouse research services.

**Building Operations & Research Facilities**
- Derek Apodaca: 642-2467 (3.0)
  - Building Operations & Construction Projects, Department Safety Officers & Building Coordinators, maintenance of shared core facilities, security (keys, access control), equipment & space inventories.

**Technical Research Support Services**
- Hitomi Asahara: 642-6383
- Allison Killilea: 642-5956 (10.0)
  - **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.

**Human Resources**
- Mary Hsueh: 643-5125 (3.0)
  - Recruitment, merits & promotions of regular & adjunct faculty, lecturers, & temporary teaching staff.
  - Provides oversight for CSS non-senate & staff HR.

**BDS Financial Services**
- Sharon Gillars: 643-8127 (5.68)
  - 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.

**Material Management Services**
- Darshan Leitze: 642-3793 (7.80)
  - Receiving / Delivery, Mail Services: Recept & delivery of goods & mail, data entry, records management.
  - Stockrooms: Sales, billing, inventory management (tracking, ordering, vendor & product research).

**IB Lab Course Support**
- Tami Mau: 642-8123 (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.
Academic & Staff Human Resources
Biosciences Divisional Services (BDS) & Campus Shared Services (CSS)

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ACRONYM KEY
BDS = Biosciences Divisional Services
BSP = Biology Scholars Program
CRL = Cancer Research Lab
EML = Electron Microscope Lab
IB = Integrative Biology
MCB = Molecular & Cell Biology

CSS TEAM 4
For Staff, Non-Senate Academics & Post-Docs, please contact:
- Annie Dinh (HR Partner)
- Susan Saechao (HR Partner)
- Terri Leong (Sr. HR Partner)

For Undergrads, GSRs, GSIs, Readers, Tutors, DeCall Facilitators, Visiting Scholars & Volunteers, please contact:
- Jenny Chu
- Liana David

For Service Concerns & Escalation, please contact:
- Mary Hsueh (BDS HR Director)
- Naseem Ghaffari Interim (CSS HR Supervisor)
Research Administration (Pre- & Post-Award) | Team 4
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