








Biological Sciences

Who do I contact for what?

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|  | <p><u>LaDonna Smith</u>, <i>Administrative Officer</i> 615-343-3076</p> <ul style="list-style-type: none">• Responsible for day-to-day operational management of department• Serves as departmental Human Capital Management Specialist [HCM], processing faculty & other personnel record transactions• Primary administrative point & oversight for human resource activities including payroll processing submissions for faculty [academic/summer], postdocs, staff, students & temporary employees• <i>If all else fails, feel free to contact me if you're not quite sure who to contact!</i> 😊 |
|  | <p><u>Jane Campbell</u>, <i>Grants Coordinator</i> 615-322-1126</p> <ul style="list-style-type: none">• Monitors financials for external grants and contracts• Makes payroll costing changes for lab personnel funded by external grants/contracts• Oversees monthly financial reports for grants/contracts• Supports Grants Manager with grants management |
|  | <p><u>Torria Carter-Woods</u>, <i>Program Specialist</i> 615-343-8521</p> <ul style="list-style-type: none">• Contact for Gradescope & exam support• Assists with enrolling undergraduate students in courses• Assigns advisors to undergrad students• Procurement requester/One-Card holder; assist with ordering supplies for labs that do not have a procurement requester/VU Credit Card• Works with Vice Chair to create course schedule• Coordinates departmental events |
|  | <p><u>Ashton Donoho</u>, <i>Administrative Manager</i> 615-343-9259</p> <ul style="list-style-type: none">• Serves as department Financial Unit Manager [FUM], reviews & approves expense reports, procurement requests, software store orders, iLab requests; assists with trouble-shooting expense report/procurement questions• Department liaison for hiring all research staff• Oversees department space/space survey• <i>*On parental leave Sept 2023 – Feb 2024; please contact LaDonna Smith during this time</i> |
|  | <p><u>Jessica Nguyen</u>, <i>Program Coordinator</i> 615-343-0673</p> <ul style="list-style-type: none">• Oversees Ph.D. in Biological Sciences program• Manages graduate student payroll• Assists students in the completion of all necessary paperwork related to their degree progress• Contact for hiring undergraduate and graduate student workers |
|  | <p><u>Kim Jones</u>, <i>Administrative Specialist</i> 615-343-0721</p> <ul style="list-style-type: none">• Coordinates appointments and reappointments of faculty and postdocs• Assists Department Chair with calendar/scheduling• Issues keys• Coordinates conference room reservations• Point of contact for Work Orders• Point of contact website updates |
|  | <p><u>Casey Sniegowski</u>, <i>Grants Manager</i> 615-322-2674</p> <ul style="list-style-type: none">• Assists BSCI PIs with all aspects of the grant life-cycle from proposal submission to post-award closeout.• Serves as the department's primary point of contact with SPA and Research Finance• Coordinates set-up, continuation, and termination of all grant-funded subcontracts (incoming and outgoing) with the SPA Contracts team |