


Biological Sciences

Who do I contact for what?

	<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 still 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 • Contact for hiring student workers
	<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 • Coordinates conference room reservations (please use our Conference Room & Atrium Reservation Request form to submit a room/space reservation request)
	<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 • BSCI Newsletter • Contact for graduate student recruiting
	<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 • 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