

Biological Sciences

Who do I contact for what?

	<p>LaDonna Smith, <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• Building access: MRB III/Learned Lab & SC-2• <i>If all else fails, feel free to contact me if you're still not quite sure who to contact!</i> 😊
	<p>Rachel Gehret, <i>Grants Coordinator</i> 615-343-1601</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>Torria Carter-Woods, <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; assists 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>Ashton Donoho, <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 HR 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>Jessica Nguyen, <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>Kim Jones, <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 & electronic board updates
	<p>Casey Sniegowski, <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