

Biological Sciences

Who do I contact for what?

	<p>LaDonna Smith, Administrative Officer 615-343-3076 ladonna.w.smith@vanderbilt.edu</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 resources 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>Torria Carter-Woods, Program Specialist 615-343-8521 torria.carter-woods@vanderbilt.edu</p> <ul style="list-style-type: none">• Contact for Gradescope & exam support (printing, scanning, etc.)• Assists with enrolling undergraduate students in courses• Assigns advisors to undergrad students• Department purchaser/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>Callie Coulter, Grants Specialist callie.coulter@vanderbilt.edu</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>Rachel Gehret, Grants Manager 615-343-1601 rachel.gehret@vanderbilt.edu</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
	<p>Kim Jones, Administrative Specialist 615-343-0721 kimberly.jones.4@vanderbilt.edu</p> <ul style="list-style-type: none">• Point of contact for facilities/work orders• Point of contact website updates & electronic board updates• Coordinates faculty and postdocs appointments and reappointments• Assists Department Chair with calendar/scheduling• Issues keys
	<p>Jessica Nguyen, Administrative Manager 615-343-0673 jessica.y.nguyen@vanderbilt.edu</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)

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VACANT, Program Coordinator 615-343-0673

- Oversees **Ph.D. program** in Biological Sciences
- 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**
- For now, please contact **Jessica Nguyen** with questions related to the Graduate Program: jessica.y.nguyen@vanderbilt.edu