







# Biological Sciences

*Who do I contact for what?*

	<p><b>LaDonna Smith, Administrative Officer 615-343-3076</b> <a href="mailto:ladonna.w.smith@vanderbilt.edu">ladonna.w.smith@vanderbilt.edu</a></p> <ul style="list-style-type: none"><li>• Responsible for <b>day-to-day operational management</b> of department</li><li>• Serves as departmental <b>Human Capital Management Specialist</b> [HCM], processing faculty &amp; other personnel record transactions</li><li>• Primary administrative point &amp; oversight for <b>human resources</b> activities including <b>payroll processing</b> submissions for faculty [academic/summer], postdocs, staff, students &amp; temporary employees</li><li>• <b>Building access:</b> MRB III/Learned Lab &amp; SC-2</li><li>• <i>If all else fails, feel free to contact me if you're still not quite sure who to contact!</i> 😊</li></ul>
	<p><b>Torria Carter-Woods, Program Specialist 615-343-8521</b> <a href="mailto:torria.carter-woods@vanderbilt.edu">torria.carter-woods@vanderbilt.edu</a></p> <ul style="list-style-type: none"><li>• Contact for <b>Gradescope &amp; exam support</b> (printing, scanning, etc.)</li><li>• Assists with <b>enrolling undergraduate students</b> in courses</li><li>• Assigns advisors to <b>undergrad students</b></li><li>• <b>Department purchaser/One-Card holder</b>; assists with ordering supplies for labs that do not have a procurement requester/VU Credit Card</li><li>• Works with Vice Chair to create <b>course schedule</b></li><li>• Coordinates <b>departmental events</b></li><li>• Contact for hiring <b>student workers</b></li></ul>
	<p><b>Callie Coulter, Grants Specialist <a href="mailto:callie.coulter@vanderbilt.edu">callie.coulter@vanderbilt.edu</a></b></p> <ul style="list-style-type: none"><li>• Monitors <b>financials for external grants</b> and contracts</li><li>• Makes <b>payroll costing changes</b> for lab personnel funded by external grants/contracts</li><li>• Oversees <b>monthly financial reports</b> for grants/contracts</li><li>• Supports Grants Manager with grants management</li></ul>
	<p><b>Rachel Gehret, Grants Manager 615-343-1601</b> <a href="mailto:rachel.gehret@vanderbilt.edu">rachel.gehret@vanderbilt.edu</a></p> <ul style="list-style-type: none"><li>• Assists BSCI PIs with <b>all aspects of the grant life-cycle</b> from proposal submission to post-award closeout</li><li>• Serves as the department's primary <b>point of contact</b> with <b>SPA and Research Finance</b></li><li>• Coordinates set-up, continuation, and termination of all <b>grant-funded subcontracts</b> (incoming and outgoing) with the SPA Contracts team</li></ul>
	<p><b>Kim Jones, Administrative Specialist 615-343-0721</b> <a href="mailto:kimberly.jones.4@vanderbilt.edu">kimberly.jones.4@vanderbilt.edu</a></p> <ul style="list-style-type: none"><li>• Point of contact for <b>facilities/work orders</b></li><li>• Point of contact <b>website updates &amp; electronic board updates</b></li><li>• Coordinates <b>faculty and postdocs appointments</b> and reappointments</li><li>• <b>Assists Department Chair</b> with calendar/scheduling</li><li>• Issues <b>keys</b></li><li>• Coordinates <b>conference room reservations</b> (please use our <a href="#">Conference Room &amp; Atrium Reservation Request form</a> to submit a room/space reservation request)</li></ul>
	<p><b>Jessica Nguyen, Administrative Manager 615-343-0673</b> <a href="mailto:jessica.y.nguyen@vanderbilt.edu">jessica.y.nguyen@vanderbilt.edu</a></p> <ul style="list-style-type: none"><li>• Serves as department <b>Financial Unit Manager</b> [FUM], reviews &amp; approves <b>expense reports, procurement requests, software store orders, iLab requests</b>; assists with trouble-shooting expense report/procurement questions</li><li>• Department <b>HR liaison</b> for hiring all research staff</li><li>• Oversees department <b>space/space survey</b></li></ul>

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**Ian Seasholtz**, Program Coordinator [ian.c.seasholtz@vanderbilt.edu](mailto:ian.c.seasholtz@vanderbilt.edu)

- 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**