Department of Molecular and Cell Biology: Organization of Functions

Department Chairs:
G. Steven Martin, Chair
Michael Botchan, Co-Chair

Director of Administration & Operations:
Heidi Hoffman (1.00)

Administrative Support for Chairs & Director:
Rosa Lewandowski (1.00)

Academic Services Manager:
Auben Winters (1.00)

Technical Services:
Heidi Hoffman

Computing Support (3.50)
- Desktop support: Administrative, instructional and faculty computing.
- Research computing support: Hardware, software, instrumentation.
- Network and Server Support: Department servers, network infrastructure.

Building Operations & Research Facilities Manager:
Joseph Yon (1.00)

Buildings, Facilities & Technical Support (3.00)
- Building Operations:
  - Department Safety Officers & Bldg.
- Coordinators, maintenance of shared core facilities, security
  (keys, access control), equipment and space inventories.

Human Resources Manager:
Penny Hines (1.00)

HR Services (3.00)
- Staff Personnel
  - Staff, post-doc & grad student personnel actions (recruitment, hires, visas, etc.), benefits counseling;
  - administer classification, compensation & merit processes, performance appraisal; labor
  - relations issues (grievances, layoffs, worker's comp), training/development, records
  - management.

Shop Services (1.00)
- Electronics and Refrigeration.

Business Services Manager:
Vacant (1.00)

Academic Personnel:
Manva de Marothy (2.00)

Extramural Funds Accounting:
Katie Hudson (8.50)

- Extramural funds management: Proposal & preparation (including budgets), grant submission and close-out, monitor expenditures, manage/coordinate sub-contracts with other institutions.

Payroll Services:
Brad Fuchs (1.00)

- Payroll processing, leave accruals, effort reporting, and records management.

Materiel Management Services:
Chris Clark (8.00)

- Receiving/Delivery, Mail Services: Receipt and delivery of goods and mail, data entry, records management.
- Stockrooms: Sales, billing, inventory management (tracking, ordering, vendor and product research).

Academic Affairs: (3.00)
- Course Administration: Scheduling, evaluations, course approvals, textbook, preparation & copying of course materials, AV arrangements.
- Administrative Support for Division Heads and Divisions: Seminar programs, special events, Division meetings.
- Budget Responsibility: TAS and summer session.

Graduate Student Services: Tanya Grimes (5.00)

- Student recruitment, admissions, advising & counseling, progress to degree, GSI appointments, funding packages.
- Training grant proposals. Grad program funds administration (training grants, block grants, discretionary funds).

Lab Course Support & Technical Research Support Services:
Fei Lin, Erol Kepkep, Ann Fischer (11.15)

- Assist in developing new lab exercises, prepare materials needed for lab exercises, train GSIs & student workers, setup labs for specific exercises, assist GSIs & instructors during lab periods, order & maintain supplies & equipment, provide required safety training.
- Recharge Services: (9.44)
  - Media Preparation, Tissue Culture, DNA Sequencing, On-call dishwashers.

Undergraduate Student Services:
Anne Aaboe (3.50)

- Advising, counseling, outreach activities, commencement.

Human Resources Manager:
Penny Hines (1.00)

HR Services (3.00)
- Staff Personnel
  - Staff, post-doc & grad student personnel actions (recruitment, hires, visas, etc.), benefits counseling;
  - administer classification, compensation & merit processes, performance appraisal; labor
  - relations issues (grievances, layoffs, worker’s comp), training/development, records
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65.15 FTE
Molecular and Cell Biology
Building Operations and Research Support Facilities

Building Operations

Building Operations and Research Facilities Manager
Joseph Yon

Facilities Management Specialist 3
Greg Vitan

Facilities Management Specialist 3
Barbara Duncan

Facilities Management Specialist 3
Carol Wehr

4.00 FTE
December 2010
Molecular and Cell Biology
Technical Support

Director
Heidi Hoffman

R & D Engineer
Don Chimpky

Bus/Tech Support Analyst
David Austin

Bus/Tech Support Analyst
Jimmy Wu

Bus/Tech Support Analyst
Matt Paul

Applications Programmer
(.50)
Karin Hansen

Equipment Repair Services

Support for Desktop (Mac, PC and UNIX), Networking, Website, and Database Maintenance

4.50 FTE
December 2010
Molecular and Cell Biology
Human Resources

HR Manager
Penny Hines

HR Generalist
Michele O’Brion

HR Generalist 2
Yvette Garcia

HR Generalist 2
MaryJane DeJesus

Academic HR Analyst
Marva deMarothy

Academic HR Analyst
Siti Juwariyah

Support for non-senate academics and staff
human resources and benefits counseling

Academic Personnel