# Biology Staff Organizational Table

## Graduate Program
- DGS Support
- Main Office Administration
- Biology Course Scheduling
- Student Event Planning and Promotion
- Graduate School Liaison
- Graduate Student Payroll
- TA Assignment Coordination
- TA Credential Database
- TA Observations/Evaluations Coordinator
- Graduate Fellowships
- Graduate Program Webpage/Listserv
- Summer Federal Work Study - Grad

## Faculty Affairs
- Chair Support
- Faculty recruitment
- PTI/FTI/Visiting Scholar/Post-Doc Appointments
- Development/Alumni Relations/Donor Acknowledgements
- Coordinate FMER process
- Faculty Meeting minutes
- Seminar Coordination
- STEMcats Coordinator
- Promotion/Tenure Packets
- New Hires/Work Study assignments

## Undergraduate Program
- DUS Support
- Syllabi Collection
- Textbook Coordination
- Supply Coordinator - including exam scantrons
- Independent Research Course Coordination (BIO 199, 395)
- Undergraduate Scholarships
- TCE Coordinator
- Undergraduate Webpage/Listserv
- Undergraduate Course Overrides
- Biology Advising Coordination
- Student Visit Coordination

## Science IBU
- Michelle Schardein
  (Room 223, Phone # 218-4017)
  - Budgets
  - Accounts

## Josh Duruttya
(Room 216, Phone # 257-1414)
- Travel
- Purchasing
- Reimbursements
- Visiting Speaker Payments
- Procard

Grant questions: asgrants@uky.edu
All general finance questions - scienceIBU@uky.edu

## Biology Student Workers
(Room 101, Phone # 257-4711)
- Office supply requests
- Toner requests
- Copier/fax machine issues
- Battery Requests
- Laser Pointer Requests

### Sachuest (Room 106, Phone # 257-4875)
- IT Services
- Listserv
- Security Liaison
- Poster Printing
- Website updates
- Computing/LinkBlue requests
- Copier Codes
- Contact Managed Print Services for repairs

### Mike Adams
(Room 106, Phone # 257-8898)
- Space and Facilities
- Surplus Authorization
- Inventory
- Key and Bldg. Access Requests
- New Phone Requests
- Renovations

### George White
(Room 106, Phone # 257-0512)
- Shipping/Receiving
  - Submit information about your shipment at https://www.as.uky.edu/hazardous-material-shipping

### Seth Taylor
(Room 101A, Phone # 257-4973)
- Office supply requests
- Toner requests
- Copier/fax machine issues
- Battery Requests
- Laser Pointer Requests

### Jaci Gibson
(Room 101D, Phone # 257-1064)
- Office supply requests
- Toner requests
- Copier/fax machine issues
- Battery Requests
- Laser Pointer Requests

### Jacqueline Lee
(Room 101A, Phone # 218-4875)
- Office supply requests
- Toner requests
- Copier/fax machine issues
- Battery Requests
- Laser Pointer Requests