

# BIOLOGY STAFF ORGANIZATIONAL TABLE

Jacquie Burke  
(Room 101C, Phone # 257-7140)

## 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

Seth Taylor  
(Room 101A, Phone # 257-4973)

- ❖ IT Services
- ❖ Listserv
- ❖ Security Liaison
- ❖ Poster Printing
- ❖ Website updates
- ❖ Computing/LinkBlue requests
- ❖ Copier Codes
- ❖ Contact Managed Print Services for repairs

Jaclyn Gibson  
(Room 101D, Phone # 257-1064)

## 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

Mike Adams  
(Room 106, Phone # 257-8898)

- ❖ Space and Facilities
- ❖ Surplus Authorization
- ❖ Inventory
- ❖ Key and Bldg. Access Requests
- ❖ New Phone Requests
- ❖ Renovations

Jacqueline Lee  
(Room 101A, Phone # 218-4875)

## 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

George White  
(Room 106, Phone # 257-0512)

- ❖ Shipping/Receiving
  - Submit information about your shipment at <https://www.as.uky.edu/hazardous-material-shipping>

## 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](mailto:asgrants@uky.edu)

All general finance questions - [scienceIBU@uky.edu](mailto: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