

Administrative Staff

What do we do?????

Heather Shields – Genetics Department Coordinator

- Coordinates Seminar Series
- Assists with Summer Student Program
- Assists with Graduate Program
- Special Events
- Genetics web-site and conference room reservations
- Direct Pay requests (small reimbursements, project/study participant payments...)
- Maintain front office (distribute mail, supplies, etc)
- Work Orders
- Travel (prior approvals, registration fees, and reimbursements)

Stephanie Laurent – Business Manager

- Departmental Financial and Operations Manager
- Mission Based Budget
- Grants Pre-Award (All Faculty)
- Post-Award Grants Administration (All Faculty)
- Budget Planning
- Special Projects
- New Hires paperwork (PER-1, PD, departmental orientation: keys, ID, parking)
- P-card reallocation
- Payroll
- Establish and monitor blanket orders
- Purchase orders
- Invoices
- Surplus equipment and other miscellaneous items (property custodian)
- Recharge Centers
- VISA's