Biological Sciences

Who do I contact for what?

LaDonna Smith, *Senior Administrative Officer* **615-343-3076**
ladonna.w.smith@vanderbilt.edu

- Responsible for **day-to-day operational management** of department
- Serves as departmental **Human Capital Management Specialist** [HCM], processing faculty & other personnel record transactions
- Primary administrative point & oversight for **human resources** activities including **payroll processing** submissions for faculty [academic/summer], postdocs, staff, students & temporary employees
- **Building access**: MRB III/Learned Lab & SC-2

Tiffany Auer, *Program Coordinator* **615-343-7704**
tiffany.auer@vanderbilt.edu

- Oversees **Ph.D. program** in Biological Sciences
- Manages **graduate student payroll** & **graduate student finances**
- Assists students in the completion of **all necessary paperwork related to their degree progress**
- Manages new **graduate student recruiting**

Andrew Hicks, *Program Specialist* **615-343-7615**
andrew.hicks.1@Vanderbilt.Edu

- Contact for **Gradescope & exam support** (printing, scanning, etc.)
- Assists with **enrolling undergraduate students** in courses
- Assigns advisors to **undergrad students**
- Works with Vice Chair to create **course schedule**
- Coordinates **all things Seminars**
- Coordinates **all departmental events**

Marcus Gammon (Jed), *Grants Specialist* **615-343-7670**
marcus.j.gammon@Vanderbilt.Edu

- Monitors **financials for external grants** and contracts
- Makes **payroll costing changes** for lab personnel funded by external grants/contracts
- Oversees **monthly financial reports** for grants/contracts
- Supports Grants Manager with grants management

Rachel Gehret, *Grants Manager* **615-343-1601**
rachel.gehret@vanderbilt.edu

- Assists BSCI PIs with **all aspects of the grant life cycle** from proposal submission to post-award closeout
- Serves as the department's primary **point of contact** with **SPA and Research Finance**
- Coordinates set-up, continuation, and termination of all **grant-funded subcontracts** (incoming and outgoing) with the SPA Contracts team

Callie Coulter, *Administrative Coordinator* **615-343-9919**
callie.coulter@vanderbilt.edu

- Point of contact regarding **facilities/work orders**
- Point of contact **website updates & electronic board updates**
- Coordinates **faculty and postdocs appointments** and reappointments
- **Assists Department Chair** with calendar/scheduling
- **Issues keys** & coordinates **conference room reservations** (please use our Conference Room & Atrium Reservation Request form to submit a room/space reservation request)
- **Department purchaser/One-Card holder**; assists with ordering supplies for labs that do not have a procurement requester/VU Credit Card

DeeDee Whitehead, *Administrative Manager* **615-343-9493**
deedee.whitehead.1@vanderbilt.edu

- Serves as department **Financial Unit Manager** [FUM], reviews & approves **expense reports, procurement requests, software store orders**, **iLab** requests; assists with trouble-shooting expense report/procurement questions
- Department **HR liaison** for **hiring all research staff**
- Oversees department **space/space survey**