SEBS-Biochemistry and Microbiology Department Resources

**Kenny Torres**
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848-932-5625  
Lipman, 223
- Computer Hardware and Software
- Network Issues
- Telephone Issues
  - Voice Services: Submit service requests/report problems  
    [https://its.rutgers.edu/services/voice-services-support](https://its.rutgers.edu/services/voice-services-support)

**Tamara Crawford**
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- Lipman Building Coordinator
  - Parking, Keys, Building access
  - Hourly Payroll
  - Federal Work Study/Student employees
  - Procurement
  - Expense Reports
  - Department Labs Database

**Nalini Kaul**
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- Biochemistry Undergraduate Program 11:115
- Room Reservations- Lipman 016,206/207, 325

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- Human Resources Liaison
- Recruitment/Onboarding/new employee orientation
  - Faculty/Staff/Post Doc/PTL/CoAdJ/TA/GA/Temps
  - Reappointments/Promotions/Tenure/Terminations
  - Courtesy Appointments/Visiting Scholars
- Visa processing/Rutgers Global Liaison
- BioChem Mailings lists
- Staff Absence Records
- Notary Public

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- Procurement
- Finance and Budget Planning
- Grant Administration
- Expense Reports

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- Microbial Biology Graduate Program 11:682
- Department Website Updates
- Lipman Log Coordinator
- Fermentation Club Seminar Coordinator
- Room Reservations- Lipman 016,206/207, 325