SEBS-Biochemistry and Microbiology Department Resources

Peter Anderson
Unit Computing Specialist
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848-932-5625
Lipman, 223A
- Computer Hardware and Software
- Network Issues
- Telephone Issues
  ➢ Voice Services: Submit service requests/report problems
    https://its.rutgers.edu/services/voice-services-support

Tamara Crawford
Secretarial Assistant
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848-932-5634
Lipman, 214
- Lipman Building Coordinator
  ➢ Parking, Keys, Building access
  • Hourly Payroll
  • Federal Work Study/Student employees
  • Procurement
  • Expense Reports
  • Department Labs Database

Nalini Kaul
Program Coordinator
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Lipman, 223B
- Biochemistry Undergraduate Program 11:115
- Room Reservations- Lipman 016,206/207, 325

Michelle Mac Pherson
Department Administrator
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848-932-5632
Lipman, 214A
- 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

Jessie Maguire
Business Specialist
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- Procurement
- Finance and Budget Planning
- Grant Administration
- Expense Reports

Lindsay Vasy
Program Coordinator
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- Microbiology Undergraduate Program 11:680
- Microbial Biology Graduate Program 16:682
- Department Webmaster
- Lipman Log Coordinator/Editor
- Fermentation Club Seminar Coordinator
- Room Reservations- Lipman 016,206/207, 325