

## SEBS-Biochemistry and Microbiology Department Resources

Kenny Torres  
Unit Computing Specialist  
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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>

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Department Administrator  
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Lipman, 214A

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

Tamara Crawford  
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Lipman, 214

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

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

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

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Lipman, 223

- Microbiology Undergraduate Program 11:680
- Microbial Biology Graduate Program 11:682
- Department Website Updates
- Lipman Log Coordinator
- Fermentation Club Seminar Coordinator
- Room Reservations- Lipman 016,206/207, 325