Basic Science Administration (BSA) Functional Areas

**Professional Affairs**
Colleen De Luca
Associate Director

**Communication & Outreach**
- Announcements via listservs
- Chair and department support
- Ordering business cards/letterhead
- Seminar and event planning

**Associate Department/Center Administrators**

**FACULTY RECRUITMENT**
- Advertising
- FY recruitment budget planning
- Offer letter development and processing
- Pre-search approvals

**FACULTY AFFAIRS**
- Faculty & staff research appointments
- Promotion and tenure process

**CORE FACILITIES**
- Administration
- Financial management

**HUMAN RESOURCES**
- Annual salary planning
- Corrective action
- Employ temporary staff/volunteers
- Graduate student administration
- Hiring postdocs and technicians
- Payroll processing
- Performance Excellence annual reviews
- Visa processing/renewal

**ONBOARDING PERSONNEL**
- Center for Comparative Medicine (CCM) Animal Care Training
- Office for Research Safety (ORS) Laboratory protocol and safety training

**Procurement**

**PURCHASING**
- Access to NUFinancials
- Fisher Stockroom
- iBuyNU and PO Tool
- Ordering startup supplies
- Ongoing supply orders

**EXPENSE REPORT PROCESSING**

**Keith Davis**
Program Assistant
- Conference room reservations
- WildCard building access

**TRAVEL ARRANGEMENTS**
Book travel via Egencia NU Travel Policy

**Program/ Administrative Assistants**

**Michelle Mohney**
Communications Specialist
- Awards/honors
- Research study publication

**FEINBERG NEWS CENTER**
- Awards/honors
- Laboratory website

**WEB PRESENCE**
- FSM Faculty Profile
- Laboratory block on department website
- Laboratory website

**Procurement**

**FEINBERG NEWS CENTER**
- Awards/honors
- Research study publication

**WEB PRESENCE**
- FSM Faculty Profile
- Laboratory block on department website
- Laboratory website