

BASIC SCIENCE ADMINISTRATION (BSA) FUNCTIONAL AREAS

Matt Temkin
Executive Department Administrator

Communication & Outreach
Michelle Mohney
Communications Spec

- Department/Center Seminars
- Websites
- Listservs
- Special Events

Space & Facilities
Bob Valadka
Associate Director

- Space Planning, Renovations, Lab Relocations
- Capital Equipment Management
- Lab Services
- Facilities Management

Financial Administration
Aaron Rosen
Senior Finance

- Procurement & Transaction Workflow
- Expense Report Processing
- Operating Budget & Performance
- Faculty Commitment Tracking

Professional Affairs
Colleen De Luca
Associate Director

- Faculty Affairs
- Appointments and Termination
- Faculty & Staff Recruiting
- Grad Student Administration
- Visa Processing
- Onboarding Personnel
- Payroll Management
- Recharge Operations

Research Administration
Krista Harnish
Associate Director

- Pre-Award Administration
- Post-Award Administration
- Spending Projections
- Faculty Account Summaries
- Effort Reporting