

**BASIC SCIENCE ADMINISTRATION (BSA) FUNCTIONAL AREAS**

**Matt Temkin**  
Executive Department Administrator

**Communication & Outreach**  
TBD  
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 Lead

- 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