Have questions for Department of Biology staff but don’t know which staff member to contact? Please see the general list of responsibilities for each staff member below:

**ADMINISTRATIVE STAFF**

**Andrew, Gabrielle** (Graduate Program Assistant) [gandrew@uoregon.edu]
Advancement to Candidacy, Degree Evaluations, Dissertation Advisory Committees (DAC), Graduate Employee (GE) Evaluations, GE Teaching Appointments, Proposal exams, Quarterly exams, Orientation, Recruitment and Admissions, Rotations, Statistical reports, Student files, Student queries, Website updates

**Corrente, Sara** (Accountant) [saram@uoregon.edu]
Account Reconciliation, ASA Accounts and other non-grant faculty accounts, Account Balance Reports, Inventory and Property Control, Invoice Payment, Purchasing, Reimbursements, Social Media (facebook, instagram, twitter), Travel

**Elliott, Shelley** (Business Manager) [shelley1@uoregon.edu]
Advisor to unit leadership, Compliance, Faculty Personnel Functions (including recruitment, hiring, leaves, reviews, promotions, sabbaticals, separation), Fiscal Management and Analysis (including ASA accounts, instructional budgets, scholarship funds, and foundation funds), Human Resources functions, Operational processes and procedures, Payroll for faculty and staff personnel, Policy Development, Space Management, Strategic Planning, Staff Supervision, Summer Session appointments and budgeting, Website updates

**Karson, Ingrid** (Curriculum Asst & Advising Center Coord) [ingridk@uoregon.edu]
Advising Office coordinator, Class Schedule, Curriculum Committee, Enrollment Statistics, Fees for course labs and field trips, Prerequisite Overrides, Summer Session Class Schedule, UO Bulletin, Website updates (undergraduates/advising/projected course offerings)

**Rogers, Annie** (Administrative Program Assistant) [arogers2@uoregon.edu]
Building Access, Course Evaluations, Computer Exam supplies, Copying & Printing (syllabi, coursework, exams), Course Packets, Directories, Driver Certification, Field Trips, General Science Program, Mail, Motor Pool, Faculty Office Hours, Faculty Sick Leave reporting, Newsletter, Office Reception and Supplies, Office student employee supervisor, Parking Permits, Preauthorizations for individualized study (including BI 402, research, thesis, and dissertation), Poster Sessions, Room Reservations, Scholarships, Science Library Cards, Student Hiring and Payroll, Telephone coordinator, Textbooks, Website updates

**Strong, Jen** (Graduate Program Manager) [jsstrong@uoregon.edu]
Admissions, DEI conferences including SACNAS & ABRCMS (coordinate departmental representation), Graduate Affairs Committee, Graduate Recruitment/Admissions Committee, GradWeb, Liaison to the Graduate School, Program Administration, Promotional materials for talks/conferences, Recruitment, Respond to current and prospective graduate student queries, Statistical Reports, Supervise graduate program assistant, Website updates (graduate program)
LAB PREP STAFF

**Gustin, Emily** (Lab Preparator) [egustin@uoregon.edu]
Equipment Inventory, Equipment Purchases, Instructional Lab Space Maintenance and Upgrades, Lab Prep for Biology courses, Outreach requests, Supervision of lab prep student employees

**McLean-Schurbon, Misty** (Lab Prep Operations Manager) [mistym@uoregon.edu]
Equipment Inventory, Equipment Purchases, Instructional Lab Space Maintenance and Upgrades, Instructional Laptop Fleet, Lab Prep for Biology courses, Outreach requests, Supervision of lab prep student employees

**Perez, Katie** (Lab Preparator) [kperez@uoregon.edu]
Equipment Inventory, Equipment Purchases, Instructional Lab Space Maintenance and Upgrades, Lab Prep for Biology courses, Outreach requests, Supervision of lab prep student employees