| Maryanna Aldrich | Rosenstiel-Kosow Connector, 3-RK02, MS009  
|                 | maldrich@brandeis.edu, scigradoffice@brandeis.edu  
|                 | 781-736-4850  
| **Department Operations Administrator**, Biochemistry, **Administrative Manager**, Quantitative Biology Interdepartmental Program, **Director, Division of Science Graduate Affairs Group**  
| Biochemistry, Quantitative Biology, and Graduate Affairs for the Division of Science.  
| I oversee operations for the biochemistry department as well as the quantitative biology interdepartmental program. I am the director of the Division of Science Graduate Affairs group, which oversees admissions, academics, and student financials for several of the graduate programs within the Division of Science. We currently service the Biochemistry, Biochemistry & Biophysics, Biophysics & Structural Biology, Biotechnology, Chemistry, MCB, Neuroscience, and Physics graduate programs and the QB specialization. If you are a prospective student, current student, or former student in one of these programs, chances are we can help you out.  
|  
| Rich Bennett | rbennett@brandeis.edu  
| **Department Coordinator**  
| Physics  
| Abelson 107  
| 781-736-2803  
| Provide support to Physics Department, MRSEC, and QBReC programs.  
|  
| Catherine Broderick | cbroderi@brandeis.edu  
| **Academic Administrator**  
| Math  
| Goldsmith 218  
| 781-736-3050  
| I oversee day to day operations in the Mathematics Department.  
|  
| Dominique Burke | dburke@brandeis.edu  
| **Personnel and Business Process Administrator**  
| Division of Science, Personnel and Business Process Group  
| Volen 208, MS 013  
| 781-736-4878  
| I ensure the efficient and compliant function of personnel processes and paperwork for faculty, staff, postdoctoral scholars, and other affiliated personnel in the Division of Science. This includes preparing documentation for new hires and appointments, reappointments, terminations, changes in personnel status, and working with ISSO to process visa paperwork for foreign postdocs and staff. I work closely with the Office of Postdoctoral Scholars, Human Resources, and Payroll to remedy personnel errors in Peoplesoft. Through all of these responsibilities, I work closely with various university groups to improve the business processes related to personnel administration.  
| The Personnel Group's shared email address is: SciPer
| sonnel@brandeis.edu. Please contact us at this address for any Personnel related needs.  
<p>|</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department, Facility</th>
<th>Email</th>
<th>Office, Phone</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evelyn E. Caira</td>
<td>Undergraduate Academic Coordinator</td>
<td>Psychology</td>
<td><a href="mailto:caira@brandeis.edu">caira@brandeis.edu</a></td>
<td>Brown 125, 781-736-3301</td>
<td>Work closely with our UAH, assist with declaring undergraduate students, assigning advisors, maintain records for approximately 300 students, monitor seniors for completion of requirements. Prepare yearly course schedules and report to the Registrar as well as update revisions for the Bulletin. Assist faculty with correspondence, club activities, course registration, colloquium and event planning, and prepare department's yearly diploma ceremony.</td>
</tr>
<tr>
<td>Christine DiBlasi</td>
<td>Pre-Award Grants Administrator</td>
<td>Division of Science, Pre-Award Group</td>
<td><a href="mailto:cdiblasi@brandeis.edu">cdiblasi@brandeis.edu</a></td>
<td>Edison-Lecks 119, MS015, 781-736-2502</td>
<td>Support PIs at the division level as they apply for external funding of sponsored projects, from federal and non-federal sources for research or training purposes. Serve as a liaison between faculty and fellowship applicants and the Office of Research Administration. Help develop budgets, ensure applications are complete and correct, and submitted on time. Assist PIs with internal Brandeis policies and external funding agencies.</td>
</tr>
<tr>
<td>Edward Dougherty</td>
<td>Electron Microscopist</td>
<td>Division of Science, Imaging Facility, Biology</td>
<td><a href="mailto:dougherty@brandeis.edu">dougherty@brandeis.edu</a></td>
<td>Bassine 109, 781-736-2682</td>
<td>Teach and maintain an Imaging Facility for the department of biology and interact with undergraduates, graduate, postdoctoral students and faculty members in the scientific community. Responsibilities include overseeing operations of the imaging facilities, training, operation and maintenance of a Leica SP2 AOBs Confocal Microscope, Leica SP5 AOBs / Resonant Confocal Microscope, and Marianas Spinning Disk Confocal Microscopes; assisting faculty, postdoctoral candidates, and graduate students in computer graphic imaging, photography and printing. In charge of light microscopy related to the C.L.E.M. Facility (Correlative Light and Electron Microscopy).</td>
</tr>
</tbody>
</table>
| **Anna Esposito**  
Events Coordinator | Rosenstiel-Kosow Connector  
3-RK02, MS 009  
aesposito@brandeis.edu  
781-736-2311 | I am responsible for planning the various weekly, monthly, and annual events hosted for Biology, Neuroscience, and the Volen Center for Complex Systems. |
| --- | --- | --- |
| **Heather Felton**  
Director, Division of Science Finance, Personnel, and Pre-Award Groups;  
Administrative Manager, Biology & Neuroscience;  
Assistant Director, Volen Center for Complex Systems | Volen 209, MS 013  
hfelton@brandeis.edu  
781-736-4870 (office)  
781-736-2398 (fax) | In my role as the Director of the Division of Science Finance Group I oversee the accounting and compliance of sponsored programs and university funds. The Finance group's general email address is SciFinance@brandeis.edu. Please send any financial questions to this email.  
For the Personnel Group, I oversee the hiring, terminating, appointing, reappointing, salary and pay distribution changes, and other data changes for research staff, postdocs, and other appointments. The Personnel group's general email address is SciPersonnel@brandeis.edu. Please send any staff, postdoc, or other visiting/courtesy appointments needs/questions to this email.  
For the Pre-Award Group I oversee the submission of sponsored programs to various federal and non-federal agencies. The PreAward group's general email address is SciPre-Award@brandeis.edu. Please send any questions or notifications of grant submission to this email.  
I oversee the financial aspects of the Biology Department, Neuroscience Interdepartmental Program, and Volen Center for Complex Systems. I am available to answer queries about any of the academic and research administration of the Biology, Neuroscience, and Volen. I am a general factotum and am happy to assist with any question. |
| **Matthew Fierman, PhD**  
Pre-Award Grants Administrator | Edison-Lecks 211  
matthewfierman@brandeis.edu  
781-736-2512 (office)  
781-736-2516 (fax) | Our newest addition to the Pre-award team, Matt comes from the Bio-sequencing program at Tufts where he was the Program Administrator for David Walt, PhD. He studied under Scott Miller, PhD at Boston College to complete his PhD in Organic Chemistry (Structural studies of selective peptide-based catalysts) in 2006. Matt spent six years teaching high school chemistry and biology before working as an instructional designer and education program manager. Matt has been a scientist since age five, when he established his first lab in the attic to produce foul potions! His office is located in Edison-Lecks 119 (with Christine), so please stop by and say hello if you're passing through Chemistry. |
| **Michael Golitsyn**  
Department Administrator, Computer Science | Volen 262, MS 018  
golitsyn@brandeis.edu  
781-736-2701 | I oversee day to day operations in the Computer Science Department |
| **Philip Gnatowski**  
Department Administrator, Psychology | Brown 131, MS 062  
gnat@brandeis.edu  
781-736-3302 | Under the direction of the Department, responsible for the administrative, fiscal, and operational management of the psychology department. This includes the strategic planning process, monitoring department operating budget, grants administration, facilities planning, coordinating and organizing searches, direct supervision of three support staff, graduate program development, and human resources administration. Essential liaison between interdepartmental/university administration and department. Also responsible for the oversight of grants administration for the Division of Social Sciences. |
| **Anne Gudaitis**  
Program Coordinator  
Computer Science, Graduate Programs | Volen 262, MS018  
gudaitis@brandeis.edu  
781-736-2723 | Job Responsibilities include: Recruiting, Admitting, Tracking of Master's students; responsible for web management, external communications/advertising, event planning and connecting with and tracking Alumni and Industry participants. |
| **Judy Heinrich**  
Web and Communications Specialist  
Division of Science, Technology and Communications Group | Volen 206, MS 013  
heinrich@brandeis.edu  
781-736-4876 | I create and maintain websites within the division and provide assistance as requested. I am available to division faculty and staff to assist in web-related projects. I also contribute to the Science Blog. |
| **Meghan Hennelly**  
Chemistry Department Administrator  
Director and Manager of Pre-award Grants Administration  
Chemistry, Division of Science, Pre-award Group | Edison-Lecks 212A  
mfh10@brandeis.edu  
781-736-2501 | As the Chemistry Department Administrator, I am responsible for the day to day operations of the Chemistry Department encompassing academic, faculty, staff, research, budgetary and facilities needs. As the Director/Manager of Pre-award, I am responsible for managing the timely submission of grants in the Division of Science. |
<table>
<thead>
<tr>
<th>Name</th>
<th>Position and Division</th>
<th>Office Location and Details</th>
<th>Contact Information</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winne Huie</td>
<td>Senior Department Accounting Associate</td>
<td>Brown 130, MS 062</td>
<td><a href="mailto:whuie@brandeis.edu">whuie@brandeis.edu</a></td>
<td>781-736-3289</td>
</tr>
<tr>
<td>Steven Karel</td>
<td>Manager, Integrated Systems and Services</td>
<td>Volen 210, MS 013</td>
<td><a href="mailto:karel@brandeis.edu">karel@brandeis.edu</a></td>
<td>781-736-3104</td>
</tr>
<tr>
<td>Arash Nemati Hayati</td>
<td>Research Computing Specialist</td>
<td>Volen 304, Abelson 342</td>
<td><a href="mailto:hayati@brandeis.edu">hayati@brandeis.edu</a></td>
<td>781-736-2820</td>
</tr>
<tr>
<td>Rachel Krebs</td>
<td>Academic Administrator</td>
<td>Rosenstiel-Kosow Connector 3-RK02, MS 009</td>
<td><a href="mailto:rkrebs@brandeis.edu">rkrebs@brandeis.edu</a> / 781-736-2927</td>
<td></td>
</tr>
<tr>
<td>Roland Maher</td>
<td>Operations Manager, Physics Department</td>
<td>Abelson 108, MS 057</td>
<td><a href="mailto:rmaher@brandeis.edu">rmaher@brandeis.edu</a></td>
<td>781-736-2833</td>
</tr>
</tbody>
</table>

**Steven Karel**
Manager, Integrated Systems and Services
Division of Science, Technology and Communications Group

Ask me about IT/computing issues, science communications, institutional data, training grants, policies, undergraduate research, and anything else about the sciences you're not sure who else to ask. I also walk dogs.

**Arash Nemati Hayati**
Research Computing Specialist

-- Currently developing deep learning CPU-GPU codes for pattern detection of big data frames
-- Supervise and maintain the High-Performance Computing Center (HPCC) at Brandeis University
-- Provide technical support and advice to Brandeis researchers on various computing projects including OpenMP/MPI parallel computing, GPU computing, Machine Learning, Deep Learning, Big Data Analysis, and Scientific Simulations

**Rachel Krebs**
Academic Administrator
Division of Science, Graduate Affairs Group

I am an Administrator in the Division of Science Graduate Affairs group, which oversees admissions, academics, and student financials for several of the graduate programs within the Division of Science. I am the point person for graduate students in the Physics, Biochemistry & Biophysics, and Biotechnology programs.

**Roland Maher**
Operations Manager, Physics Department
Director of Grants & Finance, Division of Science
Physics, Division of Science, Grants and Finance Group

As the Physics Department Administrator, I am responsible for the day to day operations of the Physics Department encompassing academic, faculty, staff, research, budgetary and facilities needs.

As the Director of Grants and Finance in the Division of Science, I am responsible for managing the grants staff. In addition you may ask me any questions related to any grant or finance account within the Division.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
<th>Responsibilities / Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica Maryott</td>
<td>Database Administrator</td>
<td><a href="mailto:jmaryott@brandeis.edu">jmaryott@brandeis.edu</a></td>
<td>781-736-4851</td>
<td>I design, maintain and update databases used by Division of Science administrators. I also help Division of Science staff and labs with Filemaker questions and host semi-regular workshops on Filemaker open to all. I also work with the ITS Data Warehouse group creating and maintaining the university's data warehouse.</td>
</tr>
<tr>
<td>Courtney Maurer</td>
<td>Academic Administrator</td>
<td><a href="mailto:cmaurer16@brandeis.edu">cmaurer16@brandeis.edu</a></td>
<td>781-736-2500</td>
<td>My responsibilities include:</td>
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<tr>
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<td>• Maintain records of undergraduate Chemistry majors;</td>
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<td>• Submit payroll information for undergraduate students and staff;</td>
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<td>• Greet and provide information for students and visiting scholars;</td>
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<td>• Make deposits for department;</td>
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<td>• Update course listings and student catalog information;</td>
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<td>• Oversee department key inventory and manage office supplies;</td>
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<td>• Compile data for surveys and reports;</td>
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<td></td>
<td></td>
<td>• Correspond with students, faculty, and staff</td>
</tr>
<tr>
<td>Andrea McDonald</td>
<td>Grants and Finance Manager</td>
<td><a href="mailto:amcdonald@brandeis.edu">amcdonald@brandeis.edu</a></td>
<td>781-736-4844</td>
<td>I manage the Grants and Finance group in the Division of Science, overseeing the Grant and Finance Administrators in their handling of the finances in the division. I can help answer any questions relating to finances. The group's general email address is <a href="mailto:scifinance@brandeis.edu">scifinance@brandeis.edu</a> and phone is 781-736-3101</td>
</tr>
<tr>
<td>Emily Palmer</td>
<td>Academic Administrator</td>
<td><a href="mailto:emilydpalmer@brandeis.edu">emilydpalmer@brandeis.edu</a></td>
<td>781-736-2369</td>
<td>I am an Administrator in the Division of Science Graduate Affairs group, which oversees admissions, academics, and student financials for several of the graduate programs within the Division of Science. I am the point person for graduate students in the Chemistry and Mathematics Departments, but work as part of the Graduate Affairs team, including Maryanna Aldrich, Jena Pitman-Leung and Rachel Krebs. Our shared email address is <a href="mailto:scigradoffice@brandeis.edu">scigradoffice@brandeis.edu</a></td>
</tr>
<tr>
<td>Name</td>
<td>Position/Department</td>
<td>Contact Information</td>
<td>Description</td>
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<tr>
<td>Jena Pitman-Leung, Ph.D.</td>
<td>Academic Administrator Division of Science Graduate Affairs Group</td>
<td>Rosenstiel-Kosow Connector 3-RK02, MS 009 <a href="mailto:jpitmanleung@brandeis.edu">jpitmanleung@brandeis.edu</a> 781-736-2302</td>
<td>I am an Administrator in the Division of Science Graduate Affairs group, which oversees admissions, academics, and student financials for several of the graduate programs within the Division of Science. I am the academic administrator for students in the MCB and Neuroscience PhD and MS programs, and serve as advisor to the Career Development for the Sciences Committee. I work as part of a team in the Graduate Affairs group with Maryanna Aldrich, Emily Palmer, and Rachel Krebs. Our shared email address is scigrad <a href="mailto:office@brandeis.edu">office@brandeis.edu</a></td>
<td></td>
</tr>
<tr>
<td>Susan Pochapsky</td>
<td>Director, Brandeis NMR Facility Chemistry</td>
<td>Shapiro Science Center 3-07 <a href="mailto:ssp@brandeis.edu">ssp@brandeis.edu</a> 781-736-2543</td>
<td>I oversee all aspects of the Brandeis NMR Facility, which includes five spectrometers (400-800 MHz). I handle billing, scheduling, repair and maintenance of the spectrometers. In addition, I train and assist internal and external users, maintain the facility web site, and supervise the NMR TA who assists with training and maintenance for the two 400 MHz spectrometers.</td>
<td></td>
</tr>
<tr>
<td>R. Lynn Rardin</td>
<td>Scientific Computing Manager Operations Manager, Rosenstiel Center Division of Science, Technology and Communications Group</td>
<td>Rosenstiel 653 <a href="mailto:rardin@brandeis.edu">rardin@brandeis.edu</a> 781-736-4914</td>
<td>I help provide for the computational needs of the Division's research labs and support staff. I can offer assistance in areas ranging from Windows, Mac OS X and Linux management and issue resolution to hardware problem diagnosis, software installation and computer-related purchases. I also assist with operations management for the Rosenstiel Center.</td>
<td></td>
</tr>
</tbody>
</table>
| Susan Reynolds           | Department Coordinator Biology, Neuroscience, Volen | Volen 206, MS 013 sreynold@brandeis.edu 781-736-4845 | My responsibilities include:  
- Non-exempt staff and student payrolls  
- Student and TA hiring, chart string changes, and terminations  
- Key and card access  
- Room reservations                                                   |
<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Department</th>
<th>Phone Number</th>
<th>Email</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Roy</td>
<td>Biochemistry Sr. Academic Coordinator Biochemistry</td>
<td>781-736-2300</td>
<td><a href="mailto:jroy@brandeis.edu">jroy@brandeis.edu</a></td>
<td>I assist in the day to day operation of the Biochemistry office and the administration of the Biochemistry undergraduate program. My responsibilities include: Academic: Course scheduling, bulletin revisions, maintain records for undergraduate Biochemistry majors, preparation for the departmental commencement ceremony. Administrative: Student hiring, key and card access, room reservations, ordering. Financial: Expense reporting, reimbursements, payroll, invoice processing and tracking for EM facility.</td>
</tr>
<tr>
<td>Laura St. Clair</td>
<td>Department Coordinator, Biochemistry</td>
<td>781-736-2308</td>
<td></td>
<td>Event Coordinator: I am responsible for planning the various weekly, monthly, and annual events hosted by the Biochemistry Department, the Quantitative Biology Interdisciplinary Program, and the Graduate Affairs Office in the Division of Science.</td>
</tr>
<tr>
<td>Paula Shelly</td>
<td>Pre-Award Grants Administrator, Administrator, Rosenstiel Center</td>
<td>781-736-2403</td>
<td><a href="mailto:shelly@brandeis.edu">shelly@brandeis.edu</a></td>
<td>I provide pre-award support to PI's applying for grants, which includes developing budgets, for federal and non-federal funding; coordinator for two annual awards, Rosenstiel and Gabbay; provide support for the Rosenstiel Research Center; prepare and distribute the monthly billing for the Foster Animal Lab and weekly payroll.</td>
</tr>
<tr>
<td>Carolyn Signore</td>
<td>Grants and Finance Administrator, Division of Science, Grant and Finance Group</td>
<td>781-736-4847</td>
<td><a href="mailto:signore@brandeis.edu">signore@brandeis.edu</a></td>
<td>We manage the finances for the Division of Science, including tracking expenses and providing monthly reports to departments and PIs. We also help PI's set up budgets with SPA, and make budget change requests, or amendments, as necessary. We can help answer any questions relating to finances. Our general email address is <a href="mailto:scifinance@brandeis.edu">scifinance@brandeis.edu</a>, and our main phone line is 781-736-3101.</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Location</td>
<td>Contact Information</td>
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<tr>
<td><strong>Joan Thorne</strong></td>
<td>Sr. Department Coordinator</td>
<td>Abelson-Bass-Yalem Building</td>
<td><a href="mailto:jthorne@brandeis.edu">jthorne@brandeis.edu</a> 781-736-2802</td>
<td></td>
</tr>
<tr>
<td><strong>Traci Walkup</strong></td>
<td>Grants and Finance Administrator</td>
<td>Rosenstiel 106, MS 029</td>
<td><a href="mailto:tcwalkup@brandeis.edu">tcwalkup@brandeis.edu</a> 781-736-2320</td>
<td></td>
</tr>
<tr>
<td><strong>Lena Webb</strong></td>
<td>Personnel and Business Process Administrator</td>
<td>Volen 208, MS 013</td>
<td><a href="mailto:lwebb@brandeis.edu">lwebb@brandeis.edu</a> 781-736-4872</td>
<td></td>
</tr>
<tr>
<td><strong>Claudia Wellington</strong></td>
<td>Pre-Award Support Administrator</td>
<td>Edison-Lecks 119, MS015</td>
<td><a href="mailto:claudia@brandeis.edu">claudia@brandeis.edu</a> 781-736-2515</td>
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</table>

We manage the finances for the Division of Science, including tracking expenses and providing monthly reports to departments and PIs. We also help PIs set up budgets with SPA, and make budget change requests, or amendments, as necessary. We can help answer any questions relating to finances. Our general email address is scifinance@brandeis.edu, and our main phone line is 781-736-3101.

I ensure the efficient and compliant function of personnel processes and paperwork for faculty, staff, postdoctoral scholars, and other affiliated personnel in the Division of Science. This includes preparing documentation for new hires and appointments, terminations, changes in personnel status, and working with ISSO to process visa paperwork for foreign postdocs and staff. Through all of these responsibilities, I work closely with various university groups to improve the business processes related to personnel administration.

The Personnel Group's shared email address is: SciPersonnel@brandeis.edu. Please contact us at this address for any Personnel related needs.

I provide support to PIs at the division level as they apply for the external funding of sponsored projects, from federal and non-federal sources for research or training purposes. In this way, I am a liaison between faculty (and fellowship applicants) and the Office of Research Administration. I help develop budgets, and make sure that applications are complete and correct, and submitted on time. I also help PIs to comply with internal Brandeis policies, and the policies of funding agencies.
**Greg Widberg**  
Sr. Mechanical Engineer  
Physics  
Abelson-Bass-Yalem Building 103, MS 067  
widberg@brandeis.edu  
781-736-2831  

Greg Widberg is on leave for up to three years while he serves as the State Command Sergeant Major for the Massachusetts National Guard.

**Jean Wong**  
Grants and Finance Administrator  
Division of Science, Grant and Finance Group  
Rosenstiel 106, MS 029  
jwong@brandeis.edu  
781-736-4852  

We manage the finances for the Division of Science, including tracking expenses and providing monthly reports to departments and PIs. We also help PIs set up budgets with SPA, and make budget change requests, or amendments, as necessary. We can help answer any questions relating to finances. Our general email address is scifinance@brandeis.edu, and our main phone line is 781-736-3101.

**Laura Woolf**  
Academic Administrator  
Biology and Neuroscience  
Biology, Neuroscience, Volen  
Volen 206, MS 013  
lwoolf@brandeis.edu  
781-736-4873  

I work with Biology and Neuroscience undergraduates, declaring their major and making sure they are meeting the requirements of their major. I coordinate the summer REU undergraduate research program, help prepare for the departmental commencement ceremony and provide assistance with many aspects of the Biology and Neuroscience Department administration.