

CONTACT PEOPLE and their relationship to you as students

Faculty and Staff of the Graduate Program in Endocrinology and Animal Biosciences (EAB) and Department of Animal Sciences:

Carol Bagnell, *EAB Graduate Program Director* (bagnell@aesop.rutgers.edu, FOR-126A; 848-932-6334)

- Representative of Endocrinology and Animal Biosciences (EAB) students and faculty to the Graduate School–New Brunswick (GSNB) and the School of Environmental and Biological Sciences (SEBS)
- Sets policy for the program in consultation with faculty
- Advises new students re: first-year coursework and rotations
- Signs “Committee Information” form, Ph.D. and M.S. candidacy forms, etc.
- Door is “always open” for graduate students with any concerns.

Kathy Manger, *Grad Program Asst/Dept AA/Editor* (manger@aesop.rutgers.edu, BT-105; 848-932-3879)

- Contact person for Endocrinology and Animal Biosciences graduate students and faculty
- Liaison with the GSNB for students’ questions
- Keeps graduate student files up-to-date; provides support to GPD and committee chairs
- Reviews fellowship acknowledgment letters; creates/coordinates program reports, nomination packages, and other communications; helps update program website

Wendie Cohick, *Animal Sciences Dept Chair* (cohick@aesop.rutgers.edu, BT-106, FOR-108; 848-932-6319)

- Any issues related to the department in general or graduate appointments
- Door is “always open” for graduate students with any concerns.

Damien Carroll-DeBose, *Business Specialist* (dcdebose@aesop.Rutgers.edu, BT-118; 848-932-9793)

Amy Mathys, *Principal Accounting Clerk* (mathys@aesop.rutgers.edu, Bartlett 117; 848-932-1936)

- All payroll questions, appointments and tuition remission (SEBS TAs and GAs), visas, travel reimbursements, purchase orders, supply orders
- Purchase orders, account questions, TABERs, travel orders
- Building issues (i.e., facilities-related concerns) – *Damien only*

Tory Gombosi, *Dept Secretary* (toryg@aesop.rutgers.edu, BT-105; 848-932-1937)

- Keys, mail, Xerox and fax machines, supply closet, seminar announcements
- Other office/administrative functions (including deliveries)

Aaron DeLaRosa, *Multimedia Services Coordinator* (delarosa@aesop.rutgers.edu, BT-209B; 848-932-8948)

- Email and server accounts; poster printing; webpages
- Computer-related concerns (including software and technical issues)

CONTACT PEOPLE (continued)

Administrators at Other Rutgers University Offices:

Jana Curry—*Life Sciences TA Contact, Senior Administrative Assistant*, Nelson Bio Labs A108, 604 Allison Rd, Busch Campus; curry@dls.rutgers.edu 732-445-5536

- Any and all questions relating to your Life Sciences TAs (if you have one)

Barbara Sirman—*Senior Administrator for Degree Certification*, Graduate School–New Brunswick Dean’s Office, 25 Bishop Place, College Ave. Campus; sirman@rci.rutgers.edu ; 732-932-8122

- Any questions relating to your thesis format or degree certification

Alexandra Bachmann—*Senior Administrator for Student Services*, Graduate School–New Brunswick Dean’s Office, 25 Bishop Place, College Ave. Campus; abachman@rci.rutgers.edu ; 732-932-7449

- Registration questions; drop/adds
- Monitors ESL

Allison Mera—*Administrative Assistant*, Graduate School–New Brunswick Dean’s Office, 25 Bishop Place, College Ave. Campus; allimera@scarletmail.rutgers.edu ; 732-932-7034

- Candidacy forms, general information

Teresa Delcorso—*Assistant Dean and Director of GradFund (Resource Center for Graduate Student External Support)*, Graduate School–New Brunswick Dean’s Office, 25 Bishop Place, College Ave. Campus; delcorso@rci.rutgers.edu ; <http://gradfund.rutgers.edu> ; 848-932-2705

- Web-based resources
- Individual and group meetings to develop proposals for external funding

Urmi Otiv—*Director, Center for Global Services*, 180 College Avenue, College Ave. Campus; uotiv@gaiacenters.rutgers.edu ; <http://internationalservices.rutgers.edu> ; 848-932-7015; General email: globalservices@gaiacenters.rutgers.edu

- Cultural programs and immigration-related services for international students, scholars, faculty, and their dependents
- Help in the cultural adjustment process

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