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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