

Core Functions

Operations

The Operations Team manages space, facilities/maintenance requests, non-grant purchasing needs, human resources (i.e., onboarding, recruitments, etc.), communications, website management, student payroll, event logistics, and calendar management.

Grants & Research

The Grants and Research Teams manage pre-award proposal submissions, post-award sponsored project management and reporting, subrecipient monitoring, budget revisions, salary allocations, and grant transactions.

Academics

The Academic Team manages faculty and postdoctoral appointments and promotions, faculty searches, faculty actions, PhD, master's, and undergraduate students, as well as departmental activities.

Organizational Chart

