

Molecular Pathogenesis (MP) Admin Team

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- **New Postdoc Hire & Reappointments** - Zeon
- **New Hire Appointments** - Zeon
- **Scheduling time with Dr. Skaar**-Zeon
- **Faculty funds**-Zeon
- **Keys**-Zeon
- **Concur travel reimbursements**-Starr/Zeon
- **Student Internship Travel**-Starr
- **Departmental credit card purchases**-Starr
- **Membership renewals**-Starr
- **Post Doc recruitment travel arrangements**-Starr
- **PMI seminars**-Starr/Stephanie
- **PMI Room reservations**-Stephanie/Starr
- **Copier/Fax maintenance**-Stephanie/Starr
- **Maintenance Issues**-Stephanie/Starr
- **Check requests**-Stephanie/Starr
- **PO renewals**-Starr/Stephanie
- **FedEx/Mailings**-Stephanie
- **Happy Hour**-Stephanie
- **Ordering supplies**-Stephanie
- **Committee Meetings, Qualifying Exams, and Defenses** – Liz
 - **Reserving rooms in PMI for above mentioned** – Stephanie/Starr (CC Liz)
 - **Reserving rooms outside of PMI** – Liz
- **Questions about courses** – Liz
- **Student forms and student documents** – Liz
- **MPT & Journal Clubs**– Liz
- **Registrations** – Liz
- **Student Procurement** – Liz (can assist)
- **Reserving “The Studio”** – Karisa [Click here to submit a studio reservation request](#) (email Karisa with questions)
- **MyMP & Twitter** - Anthony

*Please do not hesitate to reach out to any one of us, even if the issue isn't listed above.