Organizational Chart, Department of Biomolecular Chemistry

**HR Manager, SMPH**
Tina Manke

- **Payroll and Benefits Specialist, BMC**
  Coreen Marklein

- **Human Resources Business Partner**
  Brittany Huser

- **Assistant, Associate, and Full Professors**
  BMC Faculty

- **Department Administrator**
  Taylor Cluff

- **Distinguished Instrumentation Specialist**
  Joe Oliva

- **Associate Faculty Associate**
  Angela Kita

**Department Chair**
Patricia Kiley

- **Academic Staff, Graduate Assistants, Post-docs Lab Staff**
  Elyse Meuer

- **Senior Student Services Coordinator**
  Administrative Assistant and Events Coordinator
  Dennis Choi

**Associate Director for Finance, SMPH**
Darlene Wood

- **Financial Program Manager, Shared Services**
  Chad Boettcher

  - **Shared Services Accountant**
    Garrett Hamilton

  - **Financial Specialist, BMC**
    Derek Miskoski

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**Brittany Huser:**
- Recruitment and hiring processing
- Appointment termination processing
- Coordination of background checks, I-9 processing, HIPAA training for all employees
- Employee relations, FMLA and accommodations
- Performance review assistance

**Coreen Marklein:**
- Payroll processing
- Benefits information
- Issues with timesheets/approving hours
- Leave reporting questions or issues

**Chad Boettcher:**
- Big-picture departmental questions
- MAMA budget process

**Garrett Hamilton:**
- Mid-level questions
- Financial overviews for individual faculty
- HRS updates
- Impact of new awards

**Derek Miskoski:**
- Front line and main contact with faculty
- Cost transfers
- Monthly faculty reports