

Wood, Brandy S

From: Brutkiewicz, Randy R
Sent: Monday, January 18, 2016 12:50 PM
To: Brutkiewicz, Randy R
Subject: From Randy's Desk--Team Members in the IUSM Graduate Division

Dear Colleagues,

My message this month concerns my colleagues in the Graduate Division. In November, we filled two critical positions: Director of Fiscal & HR Services (Patti Holt) and Director of Trainee Services (Lauren Easterling). The addition of Patti and Lauren to our team gave us a "Full House". We have a great team; all are here for the people we serve: students, postdocs, faculty and staff. It is important that you know who you can go to for the things you need or who can direct you to the right person and/or resource. Thus, I briefly indicate below the members of our team (in alphabetical order) and what are they responsible for:

Lauren Easterling, as our **Director of Trainee Services** (a new position), coordinates with Graduate Division program directors (e.g., IBMG, MSTP and Postdoctoral Affairs) and staff related to our many different academic programs and professional development opportunities for our graduate students and postdocs. She works closely with me, Division staff, and our departments and faculty on developing policies, processes, and relationships related to the training mission of the Division. She can be the first point of contact for issues that will need my direct participation to help address. (easterli@iu.edu; 274-3929)

Tara Hobson-Prater, as our **Director of the IBMG Program for Ph.D. Study**, leads the IUSM's Graduate Enrollment Management Services and Student Affairs Initiatives, which include recruitment, retention, and alumni relations. All things relating to current and prospective students is her major focus (e.g., graduate certificates, M.S. and Ph.D. programs; she also helps with M.D., Ph.D. recruitment). Tara is relied upon by our students, faculty and program staff as an initial contact for all student issues—and this includes when they are sharing great news! (tlhobson@iupui.edu; 274-5584)

Patti Holt, as our **Director of Fiscal & HR Services**, is responsible for the Division's financial operations, ensuring that the Division has the necessary resources to accomplish its mission and goals. Patti also oversees the Division's administrative and human resource services, to ensure that all of the people we serve effectively and efficiently receive what they need. She is transforming fiscal affairs in the Graduate Division to reflect the new team in place and new financial model for the School of Medicine. (pholt@iu.edu; 274-6969)

Amy Lawson, as our **Training Grant and Data Specialist**, is responsible for assisting faculty with the preparation of Training Grant Tables for T32s, T35s, R25s, etc. As the Data Specialist part of her job title, she responds to a wide variety of data requests from the School and specific Programs; for example, graduate course evaluations and, coming soon, exit interviews of graduate students and postdocs. She is an important resource for all of our faculty and program staff. (ahermann@iupui.edu; 274-1561)

Jan Receveur, as **Program Coordinator for the Medical Scientist Training (MSTP) and Summer Research Programs**, is responsible for assisting the Directors of these programs (Raghu Mirmira, Maureen Harrington and Becky Chan), in overseeing the progress of our 52 current MSTP students; this includes those MSTP students with a biomedical engineering focus who are training at Purdue. She is deeply involved in the recruitment of new students for both programs, beginning with organizing the applications for the programs' admissions committees, and scheduling those meetings. She also organizes and schedules applicant visits/activities for first and second visits to the IUSM. Jan's goal is to ensure that each MSTP student, MSTP applicant and summer participant has the best experience possible. (jlreceve@iu.edu; 278-5207)

Valerie Winbush, our **Graduate Program Assistant**, is the first (and always very happy) face you see when you enter the Graduate Division office in MS207. Her main job responsibilities include being my Administrative Assistant, receiving, processing, and recording student progression forms; maintaining the Schedule of Classes for the Basic Science Departments within the Graduate Division and granting course permissions (among many other things). Working with Patti Holt, Director of Fiscal & HR Services, she processes other administrative forms throughout the many IU systems. Val assists all of our team members as needed. (ywinbush@iu.edu; 274-3441)

Brandy Wood, as the **Assistant Director of the IBMG Program for Ph.D. Study**, leads the admissions process, manages special projects, facilitates alumni relations and assists with student recruitment efforts. Brandy also serves as the staff liaison to the Erica M. Daniel Kepner Award for Scientific Achievement Selection Committee, IUSM Graduate Student Committee, and the IBMG Admissions Committee. Partnering with Tara, Brandy is a critical leader in “all things student”. (bsw@iu.edu; 274-8719)

Tricia Wright, as the **Director of the Office of Postdoctoral Affairs (OPA)**, is responsible for providing resources, career and professional development services. She also assists with policies related to the postdoctoral trainees at the IUSM, including retention. Tricia will partner with faculty regarding recruitment and help prospective postdocs identify available positions. Once new postdocs are here, she delivers the orientation sessions. Her activities and efforts continue throughout a postdoc’s time here. Thus, Tricia’s office is an outstanding “one stop shop” for all things postdoc. (trmwright@iu.edu; 274-1328)

For additional information please see: <http://grad.medicine.iu.edu/aboutus/staff/>.

Everyone on our outstanding team is focused on helping you and other faculty (as well as students, postdocs and program staff) get what you need. Please come in to get to know all of us and offer ideas and suggestions to help us do our jobs even better.

As always, I am happy to speak with you about your ideas and any concerns. I am in the Graduate Division office (MS 207) on Mondays, Wednesdays and the second half of Fridays (274-3441).

Thanks for all you do for our trainees!

Best,
Randy

Randy R. Brutkiewicz, Ph.D.
Associate Dean for Graduate Studies
Professor of Microbiology and Immunology
Director, NIH Bridges to the Doctorate Program

Graduate Division
Indiana University School of Medicine
635 North Barnhill Drive
MS 207
Indianapolis, IN 46202-5120
317.274.3441

rbrutkie@iu.edu



