DEPARTMENT OF HUMAN GENETICS
MEET THE ADMINISTRATIVE STAFF

JEFF HOLDEN, CHIEF DEPARTMENT ADMINISTRATOR
4928 Buhl Building 734-764-6361 jholden@med.umich.edu

Jeff works with Dr. Tony Antonellis (Dept Chair), faculty, students, and staff to oversee all aspects of administration for the department. This includes financial, grant pre and post award, human resources, faculty affairs, strategic planning, development and fundraising.

Jeff has been with U-M since 1987 and has served as the Administrator of Adult GI & Hepatology for 21 years, Administrator in Primary Care Practice Acquisition for 2 years, and Administrator for Pulmonary & Critical Care Medicine for 8 years.

BRYNN ARNALL, STUDENT SERVICES COORDINATOR, GENETIC COUNSELING PROGRAM
4909 Buhl Building 734-764-8778 bmarnall@umich.edu

Brynn is the Student Services Coordinator for the Genetic Counseling Program. She is the main contact for all administrative GCP issues and works with both current and prospective graduate students. She helps manage the admissions process, coursework and evaluations, and processes financial aid awards and benefits for incoming and continuing GCP students.

Brynn has worked at U-M since 2015, originally in LSA at the Newnan Academic Advising Center as an Advising Information Assistant. She then transferred to the Office of New Student Programs, where she helped implement Orientation Programs for thousands of new students and their parents before transferring to the HG Department. She is located just outside of Bev and Monica’s offices. Brynn currently works three days a week at HG. She is completing her Master of Social Work (MSW) field placement at Heartland Health Care Center.

DHAMMIKA DEWASURENDRA, RESEARCH PROCESS COORDINATOR
4922 Buhl Building 734-647-4355 dhamsenmed.umich.edu

Dhammika is a Certified Research Administrator. She coordinates grant pre and post awards for assigned faculty. She also manages the space usage tables for the department.

Dhammika has been employed by U-M since 2010, and has served as a Research Administration Mentoring Program (RAMP) mentor for new Research Administrators at U-M. She loves to sing, garden, travel, and crochet.

SUE KELLOGG, ADMINISTRATIVE ASSISTANT SENIOR
4940 Buhl Building 734-647-3149 skkellog@umich.edu

Sue provides support to faculty, staff, and students. She is the Seminar Program Coordinator, Timekeeping Coordinator, Student Employment Liaison, and Room Scheduler. She is very familiar with the location and use of all DHG office, lab, and conference room space. Sue is the main point of contact for department keys, building access, facility concerns, and work order requests. She also reconciles concur accounts for assigned faculty, supporting staff, and students.

Sue has been working in the Department of Human Genetics since 1981.
JENNY KOPECK, MARKETING & COMMUNICATION SPECIALIST
4706B Med Sci II ☎ 734-936-3969  jkopeckmed.umich.edu  M-F 7:30-4:00PM

Jenny manages the department website, faculty laboratory websites, and department newsletter. She promotes the department through graphic design and publications. She has extensive experience with event and conference planning, and is particularly technologically savvy.

Jenny is the newest member of the DHG team, starting July 2019. She has been with U-M since 2014 and has worked in the Emergency Department, Hospital Medicine, and General Medicine. Jenny loves to travel and has been to 49 US states, France, Germany, Netherlands, and the throughout the Caribbean.

MOLLY MARTIN, STUDENT SERVICES ADMINISTRATOR, GENETICS TRAINING PGM; GENETICS AND GENOMICS PH.D. PROGRAM; HUMAN GENETICS M.S. PROGRAM
4920 Buhl Building ☎ 734-764-5490  mollymu@umich.edu

Molly is the Student Services Administrator for the Genetics and Genomics Ph.D. Program and the Human Genetics M.S. Program. She manages all aspects of student services from recruitment to graduation. She is also the Administrator for the Genetics Training Program and supports trainees through the NIH trainee experience.

Molly has been working with student services since 2012. She served as the Program Coordinator for the Robert Wood Johnson Clinical Scholars Program and the IHPI Clinician Scholars where she gained valuable experience in graduate programs. She assisted in the launch of the new NHLBI K12 funded Training to Advance Care Through Implementation Science in Cardiac and Lung Illnesses (TACTICAL) and the creation of the National Clinician Scholars Program (NCSP).

KAREN STURTZ, HR MANAGER, FINANCIAL MANAGER, RESEARCH ADMINISTRATOR, ADMINISTRATIVE MANAGER ASSOCIATE
4924 Buhl Building ☎ 734-764-5593  sturtz@umich.edu  M-TH 7:15-5PM | F 7:15-11AM

Karen manages the department’s operating budget, and manages grant pre and post awards for assigned faculty. Her HR duties include posting jobs, hiring and onboarding of administrative staff, laboratory staff, non-U-M student temporary employees, and Research Fellows, as well as other HR duties.

Karen received her Bachelor of Business Administration (BBA) from EMU and has been working at U-M since December 1989. She spends her free time traveling, camping, and crafting.

SHAINA VERA, PROCUREMENT AGENT ASSOCIATE
4940 Buhl Building ☎ 734-764-5570  shainadeumich.edu  M-F 8:00-4:30PM

Shaina processes supply orders for all Human Genetics labs, including documentation, follow-up and navigating shipping issues. She coordinates with U-M Procurement Services to process requests as quickly as possible. She also reconciles concur accounts for assigned faculty, supporting staff, and students.

Shaina has worked for U-M since 2009, including 9 years at the Biomedical Research Stores. She has extensive expertise with University-approved suppliers, purchasing policies and practices, and common supplies that are used in faculty labs. She and her husband have a 3-year-old son and are welcoming a daughter. Shaina will be on maternity leave beginning early October 2019 and will return in early March.

KIM WHITE, ADMINISTRATIVE SPECIALIST, ASSISTANT TO THE CHAIR
4940 Buhl Building ☎ 734-615-4185  whitkim@umich.edu

Kim has been with the Department of Human Genetics since 2009 as assistant to the Chair. She also manages departmental faculty promotions/hires, supports the faculty search committee in its hiring process, and facilitates the department’s weekly faculty research presentations, monthly faculty meetings, fall retreat, and two annual lectures, the Neel Lecture in Human Genetics and the Thomas D. Gelehrter Lecture in Medical Genetics.

Kim has participated in local theatre groups and plays music with area traditional and classical musicians. She also enjoys spending time with her young grandson.