

Chair's Office			
Stephen Mayo	Chair	smayo@caltech.edu	4951
Cynthia Carlson	Asst. to Chair and Academic Affairs Manager	clc@caltech.edu	2037
Michael Elowitz	Executive Officer (Biological Engineering)	melowitz@caltech.edu	8871
Markus Meister	Executive Officer (Neurobiology)	meister@caltech.edu	1782
Dianne Newman	Executive Officer (Molecular Biology)	dkn@caltech.edu	3543

Administration			
Mike Miranda	Division Administrator	mirandam@caltech.edu	4954
Joan Sullivan	Business Operations Manager	joan.sullivan@caltech.edu	6444
Lauren Breeyear	Seminars, Rooms, General Administration	lbreey10@caltech.edu	4952
Katie Fisher	Website, Rooms, General Administration	katief@caltech.edu	4953
Sue Zindle	Travel, Accounting	szindle@caltech.edu	4943

** [For room reservations click here](#)

Grants Management

Alex Abramyan	*Click here for Faculty Assignments	abramyan@caltech.edu	4682
Christa Albanez	*Click here for Faculty Assignments	calbanez@caltech.edu	1265
Bo Brown	*Click here for Faculty Assignments	bbrown@caltech.edu	3934
Yesenia Gonzales	*Click here for Faculty Assignments	yeseniag@caltech.edu	4934
Tom Katsikakis	*Click here for Faculty Assignments	tomkat@caltech.edu	8823
Debbie Navarrete	*Click here for Faculty Assignments	debnav@caltech.edu	2392
Karl Oracion	*Click here for Faculty Assignments	koracion@caltech.edu	3972

HR Administration

Joan Sullivan	Manager	Joan.sullivan@caltech.edu	6444
Janie Malone	Broad	janie@caltech.edu	8824
Jessica Silva	BBB	jssilva@caltech.edu	4998
Laurinda Truong	Beckman Institute, Braun	truongl@caltech.edu	6062

**** [Click here for Faculty assignments](#)**

Facilities, Procurement and Receiving			
Jesse Flores	Facilities Manager	floresj@caltech.edu	3641
Manny de la Torre	Procurement + Receiving for Alles, Church, Kerckhoff	manueld@caltech.edu	4922
Albert Gomez	Procurement + Receiving for Beckman Institute, Braun	algomez@caltech.edu	2006
Andreas Feuerabendt	Procurement + Receiving for BBB, Broad	andreasf@caltech.edu	8830
Tim Heitzman	Electronics Shop	heitzman@caltech.edu	6890

Academic and Program Contacts			
Cynthia Carlson	Academic Affairs Manager and Assistant to the Chair	clc@caltech.edu	2037
Stefany Nielsen	Postdoctoral and Visiting Faculty Programs Manager	snielsen@caltech.edu	4700

Graduate Program Contacts			
Bioengineering			
Prof. Long Cai	Option Rep	lcai@caltech.edu	6570
Kenya Zeigler	Option Manager	kzeigler@caltech.edu	4389
Biology			
Prof. David Prober	Option Rep	dprober@caltech.edu	3071
Liz Ayala	Option Manager	ayalae@caltech.edu	4497
Computation and Neural Systems			
Prof. Thanos Siapas	Option Rep	thanos@caltech.edu	8809
Minah Banks	Option Manager	minah@caltech.edu	8975
Neurobiology			
Prof. Viviana Gradinaru	Option Rep	viviana@caltech.edu	6813
Minah Banks	Option Manager	mbereal@caltech.edu	8975
MD/PhD Programs			
Raina Beaven	Executive Officer (Biological Engineering)	rbeaven@caltech.edu	2393
Graduate Program Contacts (Affiliated)			
Biochemistry and Molecular Biophysics			
Option Rep	Prof. Bill Clemons	clemons@caltech.edu	1796
Option Manager	Courtney Cechini	ccechini@caltech.edu	6446
Geobiology			
Option Rep	Prof. Alex Sessions	als@gps.caltech.edu	6909
Option Manager	Julie Lee	jlee@gps.caltech.edu	6125
Undergraduate Program Contact			
Premedical Advisor	David Chan	dchan@caltech.edu	2670
Bioengineering Option Rep	Dr. Justin Bois	bois@caltech.edu	8885
Biology Option Rep	Prof. Lea Goentoro	lgoentor@caltech.edu	2841