

From: Vice Chancellor & Dean, Claudia Mitchell-Kernan
Sent: Friday, August 15, 2008 10:00 AM
Subject: Appointment of Postdoctoral and Visiting Scholar Director

UCLA *Graduate Division*

Dear UCLA Campus Community,

I am pleased to announce the appointment of Lisa Itagaki as Director of the Office of Postdoctoral and Visiting Scholars in the Graduate Division. Lisa brings to this position considerable management experience and expertise in standardizing policies and procedures which she will use to support Graduate Division efforts to define, shape and expand postdoctoral scholar services. Activities targeted for expansion include the coordination of career training opportunities and the development and distribution of mentoring guidelines and support. Ms. Itagaki will serve as the key advisor to the Graduate Division senior management and general campus as well as to the Society of Postdoctoral Scholars (SoPS). She will work closely with campus administration regarding interpretation of university policy and outside funding agency regulations including those of the National Institutes of Health (NIH).

I would also like to thank Paolo Daniele for his invaluable service. He will continue to be the primary contact for all initial processing of postdoctoral and visiting scholar appointments as well as fellowship processing. His other duties include NIH/NRSA application, continuation, and termination notices as well as other assigned responsibilities within Graduate Student Support Office. Associate Dean M. Belinda Tucker has overall responsibility for all postdoctoral services, including postdoctoral-mentor relations.

The contact information for the Postdoctoral and Visiting Scholar's Office is as follow:

Dr. M. Belinda Tucker, Associate Dean
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Lisa Itagaki, Director
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Paolo Daniele, Administrative Analyst
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Sincerely,

Claudia Mitchell-Kernan
Dean, Graduate Studies
Vice Chancellor, Graduate Division