Roles and Responsibilities - Science Center for Women
Nancy Devino, Director, Agnes Scott College
Emily Kandetzki, Administrative Coordinator

Bevier Public Health Initiative
- CDC MOU (develop, implement, revise)
- CDC Summer Internships
- CDC Work-Study
- Public Health Minor
- Faculty Development
- Concurrent Enrollment Program - Rollins School of Public Health
- Marketing: brochure development and production

Post-Baccalaureate Pre-Medical Program
- Admissions (inquiry to enrollment)
- Academic Advising
- Medical school application assistance
- MCAT prep program (spring semester)

Undergraduate Health Professions
A. Dual-Degree Nursing Program
- Admissions (inquiries and recruiting)
- Academic Advising (shared with major advisor)
- Collaboration with Emory School of Nursing (maintain/revise MOU, cross-registration, admissions events)
- Nursing school application assistance
- Marketing: brochure development and production
B. Pre-Med Advising
- Academic Advising (individual and group sessions)
- Medical school application assistance
- MCAT prep program (spring semester)

Undergraduate Science and Math Student Support
- Summer research: Info sessions on finding and applying for research programs
- Individual student assistance:
  ⇒ Diversity Supplement applications
  ⇒ Preparation of proposals requiring institutional nomination (e.g., NIST-SURF program)
  ⇒ Review and feedback on personal statements
- Instruction and academic support for GEMS students (FYS, intro chem, intro bio)

External Funding: Support and Proposal Development
- NIH-EARDA Pilot Projects (concept to submission)
- Institutional grants in the sciences (e.g., Clare Boothe Luce, HHMI)
- Science/math faculty individual proposals: NSF-CCLI, NSF-MRI, NSF-ISE, others
- Grant workshops/brownbag lunches for faculty
- Grant reviewer/panel chair (NSF, 2-3x per year) to stay current on programs of interest
- Cultivation of individual donors (collaboration with Development office)

K-12 Outreach in Science
- Coordinate school group visits to Bradley Observatory
- Summer Science Camp (suspended during budget downturn)
- Science Teacher Professional Development (suspended during budget downturn)