

Jie Yao (姚洁)

Human Resources: salary and benefits, faculty position-starting and position-leaving procedure

Title application: Qianren application and Changjiang application.

Budget: KIAA's budget plan and new faculty starting up fund application

Coordination: with management offices of PKU

Others: building maintenance, security etc.

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Lili Liu (刘黎黎)

Recruitment: faculty and postdocs recruitment

Postdoc fellowship application: (Boya, Postdoc Innovative program, Top 100, KIAA-ICRAR, etc.)

Postdoc starting position: application and paperwork

International affairs: Working visa, foreign expert certificate, residence permit and Insurance

Assessment: faculty tenure term assessment (international review part)

Labor union issue: spring tour, sports meeting, annual working unit gift etc.

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Shuyan Liu (刘树岩)

Grants: application and management (including postdocs' fund)

Year book: collecting information and editing

Outreach: website updates, news release

Assistant to Director: management of large institute grants and other initiatives of the Director

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Shuo Zhang (张硕)

Finance: reimbursements, purchasing and procurement

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Min Sun (孙敏)

Academic activities: visitors, lunch talks, colloquium

Foreign affairs: travel approval, visitor visa, invitation letters

Photo: photograph and releasing on website

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Jingling Guan (关靖龄)

Recruitment (part): Collecting all postdoc applicants' information

Academic activities: all conference issue.

Assessment: postdoc mid-term assessment and leaving position procedure

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