<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>RESPONSABILITIES</th>
<th>STAFF</th>
<th>PHONE</th>
<th>EMAIL</th>
<th>CONTACT/WEBSITE</th>
</tr>
</thead>
</table>
| Office of the Provost (OP) | The Provost and Senior Vice Chancellor is Pitt’s chief academic officer and is responsible for leading the development and implementation of the University's academic vision. The OP is responsible for general oversight of academic affairs, including education, research, and faculty/student life. | Patricia E. Beeson  
Provost and Senior Vice Chancellor | 412-624-4223 | beeson@pitt.edu | provost@pitt.edu |
|  | | Mark S. Redfern  
Vice Provost for Research | 412-624-0784 | mredfern@pitt.edu | http://www.provost.pitt.edu/ |
| Office of Export Controls Services (OEC) | The OEC can help you in:  
- determining whether your export requires a license;  
- evaluating whether a license exception can be used;  
- applying for a license w. the relevant US Governmental agencies;  
- keeping appropriate records;  
- filing export documentations. | Allen A. DiPalma  
Director  
Export Controls Officer  
Empowered Official | 412-624-7415 | dipalma@pitt.edu | EChelp@pitt.edu |
|  | | | | | http://www.research.pitt.edu |
| Office of General Counsel (OGC) | Provides legal services. The OGC attorneys are responsible for preparation and review of University contracts and agreements, representing the University in legal proceedings and providing legal advice.  
University Policy 01-05-01: "The major responsibility of General Counsel is to ensure that the legal rights and opportunities of the University and its employees are protected, and that their legal obligations are met." | Laura R. Hillock  
Associate General Counsel | 412-624-0216 | lhillock@pitt.edu | http://www.ogc.pitt.edu/ |
<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
<th>Contact Person(s)</th>
<th>Phone Numbers</th>
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<tr>
<td><strong>Office of Research (OR)</strong></td>
<td>Is charged with assisting faculty, staff, and students in their efforts to promote &amp; secure sponsored research funding. The OR reviews, negotiates, endorses, &amp; provides administrative oversight related to proposals and awards in accordance with all applicable laws, policies and regulations.</td>
<td>Jennifer E. Woodward, Kelly Downing</td>
<td>412-624-7415, 412-624-9302</td>
</tr>
<tr>
<td><strong>Public Safety and Emergency Management</strong></td>
<td>Pitt is responsible for complying with the Pennsylvania College and University Security Information and with the federal Jeanne Clery Act.</td>
<td>Ted P. Fritz</td>
<td>412-624-4288</td>
</tr>
<tr>
<td><strong>Environmental Health &amp; Safety (EH&amp;S)</strong></td>
<td>In charge of: - Workplace Health &amp; Safety; - Biological Safety; - Laboratory Safety; - Chemical Hygiene. Contact EH&amp;S for: - Import &amp; Export permits - Dangerous goods’ shipments</td>
<td>Jay M. Frerotte, Molly Stitt-Fischer</td>
<td>412-624-9505, 412-624-8919</td>
</tr>
<tr>
<td><strong>Office of Technology Management (OTM)</strong></td>
<td>Facilitates the development of products and processes from University innovations for the benefit of the University and its community.</td>
<td>Marc S. Malandro</td>
<td>412-624-8787</td>
</tr>
<tr>
<td><strong>Computing Services And Systems Development (CSSD)</strong></td>
<td>Provides innovative information technology services to support teaching, research, and business at the University of Pittsburgh. Expertise in networking, telecommunications, application development, information security, computing operations, end-user support, and other technology-related areas.</td>
<td>Jinx P. Walton</td>
<td>412-624-6114</td>
</tr>
</tbody>
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http://www.research.pitt.edu

http://www.safety.pitt.edu/

http://www.ehs.pitt.edu/

http://www.innovation.pitt.edu/

http://www.technology.pitt.edu/
### Human Resources (HR)
Is an integral component in support of the University of Pittsburgh's Mission to advance teaching, research, and public service by promoting quality human resources programs and initiatives that enhance the University's ability to attract, develop, and retain an exceptional workforce.

**Stephen M. Ferber**  
*Assistant Vice Chancellor*  
412-624-8166  
Smf200@pitt.edu  
http://www.hr.pitt.edu/

### Office of International Services (OIS)
Provides immigration-related services. E.g.: USCIS Form I-129 petition for nonimmigrant worker visas.

**Genevieve Cook**  
*Director, RO*  
412-624-7124  
gdcook@pitt.edu  
ois@pitt.edu  
http://www.ois.pitt.edu/

### Univ. Center for International Studies (UCIS)
Coordinates international education curricula and provides support services such as the Study Abroad Office.

**Ariel Armony**  
*Director*  
412-648-7374  
armony@pitt.edu  
ucis@pitt.edu  
http://www.ucis.pitt.edu

### Mail Services
Provides liaisons between the University and the Postal Services.

**Kevin Sheehy**  
412-624-8824  
kms52@pitt.edu  
http://www.pts.pitt.edu/mailserv/

**Matt Sloan**  
412-624-6500  
msloan@bc.pitt.edu

### Office of the Chief Financial Officer
Supports the University of Pittsburgh’s mission by providing financial services and support.

**Maureen Beal**  
*Assoc. Vice Chancellor*  
412-624-6832  
mbeal@bc.pitt.edu  
http://www.cfo.pitt.edu

### Purchasing Services
Contact them for:  
- Purchasing Inquiries  
- Payment Inquiries

**Thomas E Youngs**  
*Director*  
412-624-8785  
tyoungs@cfo.pitt.edu  
www.bc.pitt.edu/purchasing/

### Office of Risk Management, Insurance and Workers’ Compensation (ORMI)
Is responsible for purchasing insurance to protect the University. Services include:  
- Certificate of Insurance;  
- Claims management;  
- Insurance purchase;  
- Risk profile reporting to underwriters

**Yvonne Keafer**  
*Director*  
412-624-6670  
ykeafer@cfo.pitt.edu  
http://www.cfo.pitt.edu/risk/