

*Our team of very qualified recruiters are available to assist you with your recruitment needs. Our recruiters will work with you to develop a recruitment plan to produce viable candidates who possess the skill sets and qualifications needed for your positions. The recruiters are grouped by specific schools/business units as well as by specialization of positions. This allows us as an organization to fully maximize the use of our internal (hiring managers and recruiters) and external resources (candidates) as effectively as possible. Please see below to determine the appropriate recruiter depending on your needs.**

School/Business Unit	Recruiter	Contact #	Specialty	Recruiter	Contact #
Auxiliary Enterprises	Karen Motsinger	(713) 500-3111	Administrative/Clerical	Bobbie Ware	(713) 500-3142
Biomedical Engineering	Karen Motsinger	(713) 500-3111	- Support Assistant		
Biotechnology	Karen Motsinger	(713) 500-3111	- Support Specialist		
Dental Branch (DB)	Jessica Pena	(713) 500-3122	- Staff Assistant		
Graduate School of Biomedical Sciences (GSBS)	Karen Motsinger	(713) 500-3111	- Executive Assistant		
Harris County Psychiatric Center (HCPC)	Therese Lossow	(713) 741-3885			
Institute for Molecular Medicine (IMM)	Karen Motsinger	(713) 500-3111	Administrative/Supervisory	Annette Collins	(713) 500-3139
Medical School			- Administrative Coordinator		
Anesthesiology	Jessica Pena	(713) 500-3122	- Administrative Assistant		
Biochemistry	Jessica Pena	(713) 500-3122	- Administrative Services Officer		
Cardiothoracic & Vascular Surgery	Jessica Pena	(713) 500-3122			
Dean's Office-Medical School	Linh Trinh	(713) 500-3151	Allied Health	Linh Trinh	(713) 500-3151
Dermatology	Jessica Pena	(713) 500-3122	- All dental related positions		
Diagnostic & Interventional Imaging	Linh Trinh	(713) 500-3151	- Medical Sonographer		
Emergency Medicine	Jessica Pena	(713) 500-3122	- Medical Technologist		
Family & Community Medicine	Jessica Pena	(713) 500-3122	- Pharmacist		
Information Systems	Jessica Pena	(713) 500-3122	- Pharmacy Technician		
Integrative Biology & Pharmacology	Linh Trinh	(713) 500-3151			
Internal Medicine	Jessica Pena	(713) 500-3122	Finance/Accounting	Annette Collins	(713) 500-3139
Lyndon B. Johnson (LBJ)	Linh Trinh	(713) 500-3151	- all finance/accounting related positions		
Microbiology	Jessica Pena	(713) 500-3122			
Neurology	Jessica Pena	(713) 500-3122	Information Technology	Annette Collins	(713) 500-3139
Neurosurgery	Jessica Pena	(713) 500-3122	- all IT related positions		
OB-GYN	Linh Trinh	(713) 500-3151			
Ophthalmology & Visual Science	Linh Trinh	(713) 500-3151	Nursing	Jessica Pena	(713) 500-3122
Orthopedic Surgery	Jessica Pena	(713) 500-3122	- Staff Nurse		
Otolaryngology	Jessica Pena	(713) 500-3122	- Research Nurse		
Pathology & Laboratory Medicine	Linh Trinh	(713) 500-3151	- Nurse Practitioner		
Pediatrics	Linh Trinh	(713) 500-3151	- Physician Assistant		
Procurement	Jessica Pena	(713) 500-3122			
Psychiatry and Behavioral Sciences	Jessica Pena	(713) 500-3122	Research Laboratory	Karen Motsinger	(713) 500-3111
Research Support-Animal Center	Linh Trinh	(713) 500-3151	Research Public Health		
Surgery/Urology	Linh Trinh	(713) 500-3151	- all research related positions that require these skill sets		
UCRC	Linh Trinh	(713) 500-3151			
Research & Academic Affairs	Karen Motsinger	(713) 500-3111	Research Patient Care	Linh Trinh	(713) 500-3151
Research Engineering	Karen Motsinger	(713) 500-3111	Research Education		
School of Health Information Sciences (SHIS)	Karen Motsinger	(713) 500-3111	- all research related positions that require these skill sets		
School of Nursing (SON)	Annette Collins	(713) 500-3139			
School of Public Health	Karen Motsinger	(713) 500-3111			
University Administration (HSC General)	Annette Collins	(713) 500-3139	Coordination of recruitment and employment for the following positions are handled by either of the Human Resources Assistants as indicated below.		
			Assistant Child Care Specialist	Tawana Calton	(713) 500-3185
			Data Collector	Regina Blackshear	(713) 500-3166
			Exam Room Proctor		
			Lay Health Promoter		
			Seasonal Hire (Temporary)		

* Note: Recruitment needs for all positions located at the Harris County Psychiatric Center are coordinated by Therese Lossow as indicated above.