

Human Resources

Jerri Gadson, Administrative Assistant II

Jerri Gadson is an Administrative Assistant II for HR's Learning & Organizational Development Team. She supports the University's New Staff Orientation Program by providing materials and handling registration and check in. A few of her daily duties include processing payments for workshops, reconciling expenditures, providing the behind-the-scenes support for the Division of Administration Leadership Development Program and volunteering a helping hand with the Employee Appreciation events as well as any other tasks needed to get the job done.

Jerri most enjoys making new staff transitioning into Vanderbilt life as pleasant as possible and she thinks reconciling expenditures is fun! She has been in the administrative field for over 39 years, 22 of those years serving in the military.

Contact Jerri via [email](#) or at 615-936-6054.