

Scholar Services

Vicki Pratt, Scholars and Staff
Services Supervisor



Erica Escobar, Faculty and
Postdoctoral Scholar Specialist

Contact for BBE & GPS



Martha Espinosa, Faculty and
Postdoctoral Scholar Specialist

Contact for EAS & HSS



Cassandra Juarez, Faculty and
Postdoctoral Scholar Specialist

Contact for PMA & CCE

You may hear from us for:

Reappointment

Title Change/ Promotion

Salary Change

Leaves of Absence

How can we help you...

Verification of Employment Letter

General questions

Campus Resources and Perks

- Benefits
- Financial Wellness
- Inclusive Community
- Time Away
- Education
- Community Resources
- Others



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Human Resources Benefits events

- **Benefits Open Enrollment 2026**
 - October 7, 2025 – October 27, 2025
 - Online Event through Access Caltech
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- **For all information regarding benefits**
 - <https://hr.caltech.edu/departments/total-rewards/benefits>



COMMUNITY RESOURCES

- [Free Metro Pass for Caltech Community](#)
- [Carpooling Commuter Incentives](#)
- [Backup Childcare with Care.com](#)
- [Flu & Covid-19 Vaccines](#)



Library Resources

[Caltech Bikeshare](#)

- Caltech Library is offering Caltech students, postdocs, faculty, and staff the ability to borrow eBikes, helmets, and U-locks from 8 a.m.–12 a.m. Monday–Thursday, 8 a.m.–8 p.m. Fridays, and 1–8 p.m. on Saturdays and Sundays during the academic term.

[Equipment Loans](#)

- The Caltech Library offers laptops, Kindles, cameras, adapters, projectors, and other e-devices and assistive technology for check out at the TechHub (Caltech Hall first floor) and the Sherman Fairchild Library circulation desk.