BUILDING SERVICES
TYLER CARDINAL | BUILDING SERVICES MANAGER
• Building & facility
• Keys & lab access requests/deletions

FINANCIAL MATTERS
RACHEL KAHEN | FINANCIAL ASSISTANT
• Account management: non-grants
• Billing (Main Stockroom, Mass Spec, NMR)
  contact: chemdeptbilling@uconn.edu
• Budget planning (w/ EMILIE)
• Cash or check deposits
• FedEx bills & supplies
• Foundation accounts
• Fiscal Officer (all non-grant accounts)
• Invoicing
• Out-of-pocket reimbursements
• Travel arrangements & reimbursements
  (UConn faculty/staff/students)
  contact: chemtravel@uconn.edu

GRADUATE MATTERS
EMILIE HOGREBE | PROGRAM COORDINATOR
• Graduate award selection & disbursements
• Grad applications
• Grad handbook
• Grad student recruitment & orientation
• International grad student paperwork
• TA assignments & evaluations
• TA handbook

GRANTS & CONTRACTS
KYLE LEVESQUE | GRANTS & CONTRACTS ASSISTANT
• Effort reports
• Fiscal Officer (all grant accounts)
• Post-grant management
• Pre-grant management

IT ASSISTANCE
CLAS COMPUTER SUPPORT GROUP
• IT support & assistance
  contact: clascs@uconn.edu

MISC. ADMIN/COMMUNICATIONS
JILL GRAKOWSKY | ACADEMIC ADVISOR
• Regalia rental
• Student Administrative Assistant supervisor
  (w/ RACHEL)
• Websites

RACHEL KAHEN | FINANCIAL ASSISTANT
• Building signage
• Contact lists
• Donor relations
• Office machines (copier, printers, etc.)
• Office supplies & refreshment supplies

STUDENT ADMINISTRATIVE ASSISTANTS
contact: chemstudentadmins@uconn.edu
• Atrium TV & bulletin boards
• Daily Digest & UConn Events calendars
• Equipment loans (projectors, laser pointers, etc.)
• Front desk & main phone line
• Mail sorting & distribution
• Newsletters & news promotion
  contact: chemnews@uconn.edu

MISC. ADMIN/COMMUNICATIONS (CONT.)
STUDENT ADMINISTRATIVE ASSISTANTS (CONT.)
contact: chemstudentadmins@uconn.edu
• Paycheck distribution
• Room reservations & lending out room keys
• Seminar refreshments
• Social media platforms

EMILIE HOGREBE | PROGRAM COORDINATOR
• Department Annual Report
• Department Head’s calendar
• Faculty handbook/bi-laws/motions
• Mailboxes
• Record retention & archives (w/ RACHEL)

PAYROLL
EMILIE HOGREBE | PROGRAM COORDINATOR
• Gratis/Special Payroll
• Leaves
• Merit letters
• Payroll submission & timecard approval
  (faculty, staff, & grad students)
• PTR
• Search administration (faculty, staff, & postdocs)
• Workplace injury reports/Worker’s Comp

RACHEL KAHEN | FINANCIAL ASSISTANT
• Payroll submission & timecard approval:
  Academic & Research-based undergrads
  (w/ JILL)

PURCHASING/SUPPLY INVENTORY
TYLER CARDINAL | BUILDING SERVICES MANAGER
• Asset management (track, loan, & surplus)

CHARLENE FULLER | SUPPLY MANAGER
• Chemical inventory
• Receiving reports & closing open POs
• Requisitions for lab supplies, equipment, &
  technology purchases
  contact: chemreqs@uconn.edu

RACHEL KAHEN | FINANCIAL ASSISTANT
• Procard Manager
• Promotional items

UNDERGRADUATE MATTERS/MINORS
JILL GRAKOWSKY | ACADEMIC ADVISOR
• Advise 1st-year & 2nd-year students
• Assign upperclassmen to faculty advisors
• Award ceremony & commencement reception
• Award selection & disbursements
• Course scheduling (w/ EMILIE)
• Enrollment issues
• Final Exam scheduling/seating requests
• Final Plan of Study requests
• Job opportunities
• Minor protection paperwork (i.e. high schoolers)
• Open House event representative
• Prospective students & family members
• Undergrad Orientation sessions
• URAP & summer research fellowships

VISITORS
EMILIE HOGREBE | PROGRAM COORDINATOR
• Visas & international visitor paperwork

RACHEL KAHEN | FINANCIAL ASSISTANT
• Travel arrangements & reimbursements (visitors)
  contact: chemtravel@uconn.edu

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