

# CHEMISTRY ADMIN TASKS 2019

## CHEM LEADERSHIP

**DEPARTMENT HEAD**  
CHRISTIAN BRÜCKNER

**ASSOC. DEPT. HEAD**  
MARK PECZUH

**UNDERGRAD PROGRAM DIRECTOR**  
NICHOLAS LEADBEATER

## CHEM STAFF

**BUILDING SERVICES**  
TYLER CARDINAL

**GLASSBLOWING**  
DARYL SMITH

**MACHINE SHOP**  
DAN DALEB

**MAIN OFFICE**  
JILL GRAKOWSKY  
EMILIE HOGREBE  
RACHEL KAHEN  
ASHLEY ORCUTT

**MAIN STOCKROOM**  
CHARLENE FULLER

**MASS SPEC**  
ADAM GRAICHEN

**NMR**  
VITALIY GORBATYUK

**SURFACE LABORATORY**  
BILL WILLIS

**TEACHING LAB SERVICES**

AIDA FENG  
ERIC KRANTZ  
NOREEN NKOSANA  
SAM POST  
LAURI PRATT

## CLAS RESOURCES

**BUSINESS SERVICES CENTER**  
clasbsc@uconn.edu

**COMPUTER SUPPORT GROUP**  
clascsg@uconn.edu

**GRANTS & CONTRACTS MANAGEMENT**  
KYLE LEVESQUE

## 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: clascsg@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 1<sup>st</sup>-year & 2<sup>nd</sup>-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*