

CHEMISTRY ADMIN TASKS 2020

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 (INTERIM)
ALLISON GOLDSNIDER

BUILDING SERVICES

TYLER CARDINAL | BUILDING SERVICES MANAGER

- Building & facility
- Keys & lab access requests/deletions

COMMUNICATIONS/DONORS/OUTREACH

ASHLEY ORCUTT | PROGRAM ASSISTANT

- Daily Digest & UConn Events calendars
- Donor relations
- Middle School Science Bowl
- Newsletters & news promotion
contact: chemnews@uconn.edu
- Promotional items
- Social media platforms
- Websites

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

ALLISON GOLDSNIDER | CLAS GRANT MGMT (INTERIM)

- 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/OFFICE MANAGEMENT

ASHLEY ORCUTT | PROGRAM ASSISTANT

- Building signage
- Contact lists
- Department Annual Report
- Mailboxes
- Office machines (copier, printers, etc.)
- Office supplies & refreshment supplies
- Regalia rental
- Student Administrative Assistant supervisor

MISC. ADMIN/OFFICE MANAGEMENT (CONT.)

STUDENT ADMINISTRATIVE ASSISTANTS

contact: chemstudentadmins@uconn.edu

- Atrium TV & bulletin boards
- Equipment loans (projectors, laser pointers, etc.)
- Front desk & main phone line
- Mail sorting & distribution
- Paycheck distribution
- Room reservations & lending out room keys
- Seminar refreshments

EMILIE HOGREBE | PROGRAM COORDINATOR

- Department Head's calendar
- Faculty handbook/bi-laws/motions
- 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

ASHLEY ORCUTT | PROGRAM ASSISTANT

- Payroll submission & timecard approval: (undergrads: academic & research-based)

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

UNDERGRADUATE MATTERS/MINORS

JILL GRAKOWSKY | ACADEMIC ADVISOR

- Advise 1st-year & 2nd-year students
- Assign upperclassmen to faculty advisors
- Award ceremony & commencement reception (w/ ASHLEY)
- 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

ASHLEY ORCUTT | PROGRAM ASSISTANT

- Travel arrangements & reimbursements (visitors)
contact: chemtravel@uconn.edu