

UW Milwaukee Chemistry & Biochemistry

Graduate Student Orientation

August 2022



This artist's rendering of the new chemistry building show the view from the north. The building at left is the Kenwood Interdisciplinary Research Complex. (Kahler Slater)

UW Milwaukee Chemistry & Biochemistry

Administrative Staff

The administrative staff that support faculty, staff, and students.

- Department Chair, Prof. Joseph Aldstadt III
- Department Assistant Chair, Prof. Kristen Murphy
 - Department Administrator, Mr. Kevin Blackburn
 - Administrative Assistant III, Ms. Wendy Grober
 - Graduate Program Coordinator, Ms. Elise Nicks
 - Administrative Assistant II, Ms. Katlyn Jiannacopoulos
 - Financial Specialist II, Ms. Shelley Harrington-Hagen
 - Laboratory Manager, Ms. Katryna Williams

Ms. Kate Jiannacopoulos

Administrative Assistant II

Office: CHM 144

Email: jiannac2@uwm.edu

Phone: 414-251-7398



My role and how I will interact with you.

- Undergraduate Program Coordinator for Chemistry & Biochemistry
 - Enrollment Assistance & Permissions (undergraduate and graduate students)
- Schedule of Classes - Schedule Builder
- Communication Committee member
 - Assists with gathering Graduate Student information for website profiles and Department Newsletters
- Assists Teaching Assistants (TA's) with
 - Availability Schedule
 - Absence Requests

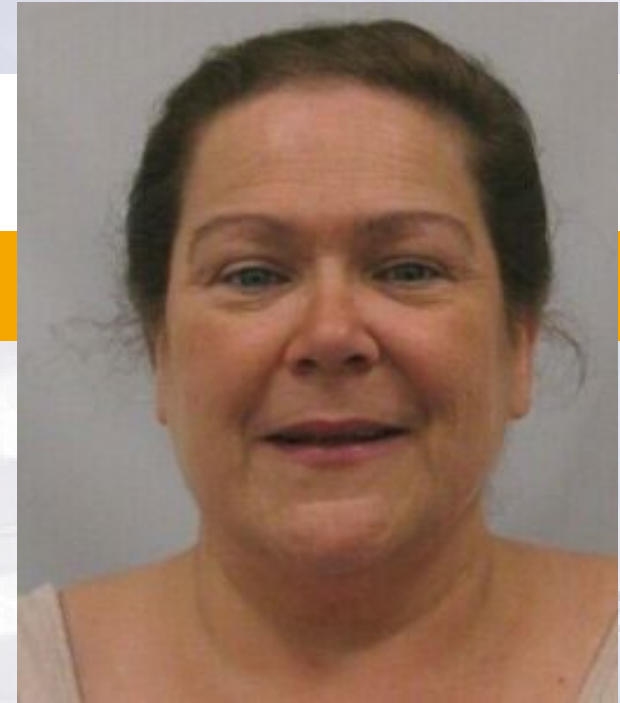
Ms. Shelley Harrington-Hagen

Financial Specialist II

Office: CHM 144

Email: harrings@uwm.edu

Phone: 414-229-4412



My role and how I will interact with you.

- Purchasing Coordinator for Chemistry & Biochemistry
- Reviews & approves purchase requests for all research groups
 - ShopUW+ orders
 - Non-ShopUW+ orders (e-mail or mailbox)
- Coordinates shipping or mail requests
- Lab Coats and Goggles for new graduate students

Ms. Elise Nicks

Graduate Program Coordinator

Office: CHM 144

Email: elise@uwm.edu

Phone: 414-229-5565



My role and how I will interact with you.

- Graduate Program Coordinator for Chemistry & Biochemistry
 - Facilitate graduate student requests from application to graduation
 - Administers entrance exams
 - Assists with completing various graduate student forms
 - Monitors milestone progress for both the Graduate School and the Chemistry & Biochemistry Department
 - Monitors graduate student program progress for the Chemistry & Biochemistry Department

Ms. Wendy Grober

Administrative Assistant III

Office: CHM 114

Email: wgrober@uwm.edu

Phone: 414-229-4098



My role and how I will interact with you.

- Assistant to the Chair
- Facilitates and monitors the Payroll process (academic year and summer)
 - Payroll Dates
 - Summer Payroll process
 - Payroll Deduction Option
 - Pay Rates
 - Reminders

Ms. Katryna Williams

Laboratory Manager

Office: CHM 266

Email: katryna@uwm.edu

Phone: 414-229-4083



My role and how I will interact with you.

- Laboratory Manager of the Teaching Labs for Chemistry & Biochemistry
 - Preps and supports all Teaching Labs
 - Orders chemicals and supplies
 - Monitors and maintains lab equipment and instruments
- Coordinates lab spaces for the Schedule of Classes
- Assists Teaching Assistants (TA's) with
 - Lab Safety
 - General Incident Reports
- Supervises Lab Technicians

Mr. Kevin Blackburn

Department Administrator

Office: CHM 148

Email: blackbuk@uwm.edu

Phone: 414-229-3880



My role and how I will interact with you.

- Department Administrator
 - Manages business office
 - Supervises all office staff and laboratory manager
 - Monitors all financial funds and grants
 - Oversees department activities and events
 - Issues key & keycard access
 - Grants access and permissions to shared folders and research folders
- Building Chair
 - Liaison between the Chemistry & Biochemistry department and Campus (Facility Services, IT, Campus Planning, etc.)