



UNIVERSITY OF CALIFORNIA, BERKELEY

# DEPARTMENT of CHEMISTRY NEWSLETTER

Department of Chemistry, 419 Latimer Hall | <http://chem.berkeley.edu>

## Department Updates

### DEPARTMENT OF CHEMISTRY STAFF

#### MANAGER:

Denise Harris (x3-9058, [deniseh@berkeley.edu](mailto:deniseh@berkeley.edu))

#### ACADEMIC PERSONNEL:

Tina Jordan (x2-4032, [tina.jordan@berkeley.edu](mailto:tina.jordan@berkeley.edu))

\*Oversees appointment requests for: postdocs, visiting scholars and student researchers, and academic non-senate.

\*Manages the Faculty Sabbatical Program and coordinates the hiring process for faculty and lecturers.

#### SEMINAR COORDINATOR:

Barbara McWilliams (x3-0572, [bmcwilliams@berkeley.edu](mailto:bmcwilliams@berkeley.edu))

\*Coordinates department seminars.

#### GRADUATE UNIT MANAGER:

Ira Young (x3-0571, [iyoung@berkeley.edu](mailto:iyoung@berkeley.edu))

\*Oversees graduate student financial support and fellowships.

#### GRADUATE STUDENT AFFAIRS OFFICER:

Aileen Harris (x2-5884, [aileenak@berkeley.edu](mailto:aileenak@berkeley.edu))

\*Manages graduate admissions (spring visits, orientation, admitted student portal) and recruitment.

#### GRADUATE STUDENT AFFAIRS OFFICER:

Lynn Keithlin (x2-5883, [keithlin@berkeley.edu](mailto:keithlin@berkeley.edu))

\*Oversees graduate student degree progress (Q.E.'s, residency, registration, etc) and the Graduate Student Bulletin Board, coordinates GSI assignments and manages class scheduling.

#### INSTRUCTIONAL UNIT MANAGER:

Bob Lamoreaux (2-3448, [lamoreau@berkeley.edu](mailto:lamoreau@berkeley.edu))

#### CHEMICAL BIOLOGY PROGRAM ADMINISTRATOR:

Carisa Orwig (666-3655, [carisa@berkeley.edu](mailto:carisa@berkeley.edu))

\*Oversees Chemical Biology Graduate Program.

#### PROJECT MANAGER:

Rebecca Kopchik Carcamo ([rcarcamo@berkeley.edu](mailto:rcarcamo@berkeley.edu))

\*Manages special projects, edits the monthly Department Newsletter and serves as site administrator for the Current Student Bulletin Board.

### UPCOMING DEADLINES

Classroom Change Request Deadline	September 4
Fall 2009 Course Information Deadline	October 7

### GRADUATE UNIT

#### New Graduate Student Bulletin Board

The Department is pleased to announce the launch of the Graduate Student Bulletin Board ([www.cchem.berkeley.edu/currentstudent](http://www.cchem.berkeley.edu/currentstudent)). This site will provide a forum for the Department to communicate with students regarding relevant updates, forms and recruiting opportunities.

#### GRS and GRC Presentations

Graduate Research Seminar and Conferences begin in early October. Qualifying exams start the first week of November.

#### One-Time Room Reservations

Special Event/One-Time Room Reservations for daytime events will not be accepted by the Scheduling Office until after the third week of classes, September 11.

#### Fall 2009 Classroom Change Requests

Classroom changes must be submitted to Lynn Keithlin no later than noon, Friday, September 4.

#### Fall 2009 Course Information

Faculty will receive an email notice on September 25 requesting information on Chem 298 group seminar meetings as well as Chem 300 GSI meeting times and locations. Please send the requested information to Lynn Keithlin ([keithlin@berkeley.edu](mailto:keithlin@berkeley.edu)) by October 7.

#### Industrial Recruiting Visits

During September through October, companies visit the Department to interview students for positions. Please ask interested doctoral and postdoctoral students in your group to contact Aileen Harris ([aileenak@berkeley.edu](mailto:aileenak@berkeley.edu)) if they would like to receive email updates regarding the schedule of visits for Industrial Recruiting. To date, the following visits have been scheduled (more will follow):

Sept. 10, Eli Lilly	Sept. 30, Tyco
Sept. 11, Bristol Myers Squibb	Oct. 1, DuPont
Sept. 14 & 15, Dow	Oct. 2, Genentech
Sept. 16, Amgen	Oct. 2 & 5, Proctor & Gamble
Sept. 17 & 18, ExxonMobil	Oct. 13, Clorox
Sept. 25, Eisai	Nov. 2, 3M
Sept. 29, Merck	TBD, ConocoPhillips

### Out of the Office:

No absences are currently scheduled.

### Next Issue:

October Updates and Events