

## Welcome to new postdocs at the Department of Chemistry

The Department of Chemistry would like to welcome you to the department and give you some practical information. Please read this letter and the attached Quick Guide carefully and save it for later use.

Furthermore, we would like to refer you to our staff pages at [www.chem.medarbejdere.au.dk](http://www.chem.medarbejdere.au.dk) (Danish and English version) where you will find further information about the department.

### Information about you

When you start your employment at the Department of Chemistry, or at iNANO affiliated with Chemistry, it is important that you contact your group secretary (see below) who will make sure that your details are correctly entered in our local systems. We would like to know:

- your office location (building and office number), as well as your office phone number
- your email address
- the research groups you are affiliated with

### Information about the department

You can find information about the organization of the department, research, employees etc. at: [www.chem.au.dk/en/profile/](http://www.chem.au.dk/en/profile/)

In the secretariat we are 6 employees who do our best to help staff and students at the department:

Jeanette Dandanell is our HR administrator and is responsible for registration of holidays and absence. She is also group secretary to: Birgit Schiøtt, Merete Bilde, Marianne Glasius, Frank Jensen, Karl Anker Jørgensen, Jørgen Skibsted, Troels Skrydstrup, Niels Pind and Thomas B. Poulsen.

Marianne Sommer is our web administrator and super user in PURE. She is also group secretary to Bo Brummerstedt Iversen, Henrik Birkedal, Torben R. Jensen, Jens-Erik Jørgensen, Søren Keiding, Henrik Stapelfeldt, Jan Skov Pedersen, Mogens Christensen, Jacob Overgaard and Alex Zelikin

Lene Conley is our PhD administrator and is responsible for distribution of instructor tasks among the PhD students. She is also the group secretary to Kim Daasbjerg, Steen Uttrup Pedersen, Peter Ogilby, Henrik Helligsø Jensen, Thomas Vosegaard, Frans Mulder, Ove Christiansen, Jeppe Olsen and Poul Jørgensen besides being center administrator for the qLEAP Centre for Theoretical Chemistry.

Sanne Rud Hansen and Natasha Rasmussen are our office trainees who help here, there and everywhere.

Jens W. Clausen is Head of secretariat.

	Office	Phone	Email
Jeanette Dandanell	1511-221	8715 5945	jda@chem.au.dk
Marianne Sommer	1511-224	8715 5971	sommer@chem.au.dk
Lene Conley	1511-224	2113 3522	lconley@chem.au.dk
Sanne Rud Hansen	1511-222	2027 6151	sannerud@chem.au.dk
Natasha Rasmussen	1511-222	9350 8065	natasha.rasmussen@chem.au.dk
Jens W. Clausen	1511-212	5144 2939	jclausen@chem.au.dk

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## Your daily work - who can help you

### Your supervisor

- you must coordinate your work schedule, holidays and potential time in the lab with your supervisor
- you should also confer with your supervisor for computer, conferences, travels and other expenses

### The Information Office at the Department of Chemistry (1510-211)

- here you can find paper, pens, envelopes, lab books etc.
- each group has a mail tray, remember to check it often, as this is where any mail for you will be placed - packages will arrive at the Goods Reception (1513-113)
- can help with booking of rooms and the department car
- can help you with shipments (ordinary mail, internal mail and DHL). For hazardous goods please see: **[www.chem.au.dk/hazardshipment](http://www.chem.au.dk/hazardshipment)**
- can help you with keys and access cards, please see information on staff portal: **[www.chem.medarbejdere.au.dk/en/useful-information/access-cards-and-office-keys/](http://www.chem.medarbejdere.au.dk/en/useful-information/access-cards-and-office-keys/)**

### Your group-secretary

- can help you with CWT (travel bookings), AURUS (reimbursements), IndFak (invoices), PURE (your own personal homepage and registration of publications), and other AU systems

### Absence and holidays

- You must inform both your supervisor and the department of holidays and other absence (illness, parental leave etc.):
  - if employed at Chemistry please inform Jeanette Dandanell, email: [jda@chem.au.dk](mailto:jda@chem.au.dk)
  - if employed at Nanoscience please inform Trine Hansen, email: [trinemh@inano.au.dk](mailto:trinemh@inano.au.dk)
- Read more about absence and holidays: **[www.chem.medarbejdere.au.dk/en/staffinfo/absence/](http://www.chem.medarbejdere.au.dk/en/staffinfo/absence/)**

### IT support

- IT Help Desk is located in 1521-310, telephone: 8715 4010, email: [aarhus.st.it@au.dk](mailto:aarhus.st.it@au.dk)
- useful information can be found at: **[www.medarbejdere.au.dk/en/administration/it/](http://www.medarbejdere.au.dk/en/administration/it/)**

### Teaching

- instruction in the laboratory classes and at theoretical exercises are usually done by PhD students. However, it is also possible for postdocs to teach at a requested course to gain experience (a certificate can be issued)
- For more information please contact Lene Conley, email: [lconley@chem.au.dk](mailto:lconley@chem.au.dk)