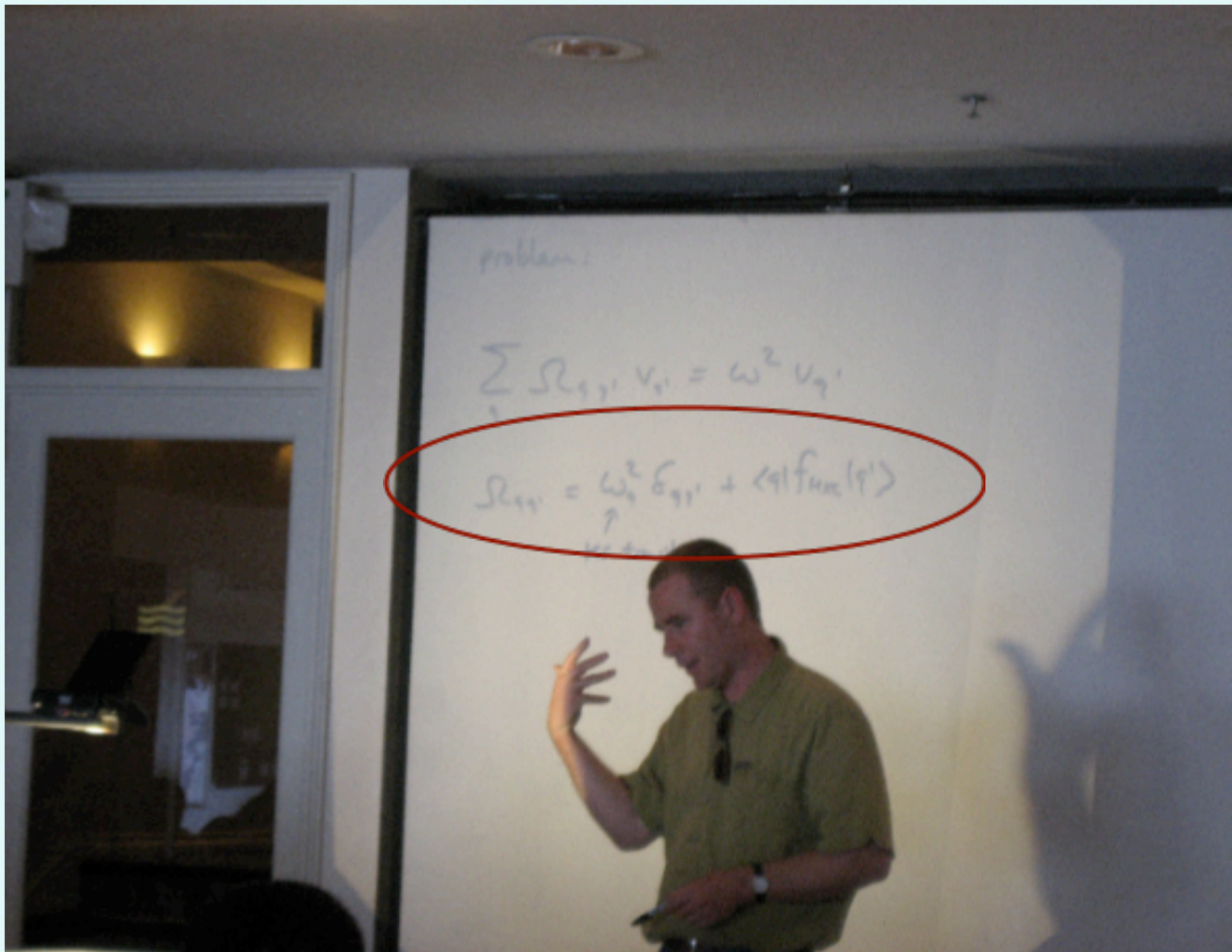# Things every group member should know

10/2/2007

Jenny

Jenny Du
Faculty Assistant
(949) 824-7672
2109 Natural Sciences 2
juand@uci.edu
- Administrative and Research Group Management
- Research Support
- Administrative Support
- Postdoctoral Program Management

- Very nice, extremely helpful faculty assistant.
- Usually can help with any problems that may arise.
- Travel reimbursements.

10/2/2007

Photocopying

- Need to setup account with Jeff
  - 1_{st} floor of FRH.
  - He requires that you're 'prepped'.
  - Ask Jenny to authorize you to use our account.
  - Can use photocopier in mail room.

10/2/2007

Google Calendar

- Setup a Gmail account
- Share calendar with everyone

10/2/2007

Computers

- All home directories on server
  - ○ dft.ps.uci.edu
- Server is backed up continuously in case you delete an important file or hardware failure.
- Group account called pbe, everyone knows password:
  - ○ more about pbe on website.

10/2/2007

Group money for snacks, etc

- Each undergrad. student pays their year, e.g. 2nd year = $2
- Each grad. student pays $5
- Each Kieron pays $25 or matches grad. student contribution if under $25

10/2/2007

Poster printing

- Usually use Imageworks in NSI

Scanning notes

- Often need to scan notes in to send to Kieron or other group members.
- We now have a scanner.

10/2/2007

Keys

- Each grad. student should have a key to their office and the NSII building (this also works for NSI).

- Get room key from Dept.

- Get building from PS stores in basement of FRH.

- Key for closet in 2107, in case server needs to be restarted.

10/2/2007

Printers

- B/W printer in1202
- Color printer in 2107

SNAP

- http://snap.uci.edu
- Useful info for chores.

10/2/2007

Welcome to our group website

Click here to visit the umbrella website of the UCI Electronic Structure Group.

Kieron is now recruiting postdocs!

School of Physical Sciences
University of California
2145 Natural Sciences II
Irvine, CA 92697

Chores

- Group meeting organizer
- Computer person
- Website admin
- Office Supplies
- Librarian
- Journal Club

One off Jobs / Trial chores

- Refers.txt -> Bibtex
- PBE admin
- Seminar Aggregator

10/2/2007

Purchasing

- Anyone whose chore involves purchasing needs to be authorized by Kieron with UCI group accountant Donna Gilbertson.

- Ordering things go through PS purchasing in Rowland hall

  - fill out PO form (available on PS website under research facilities for some reason)

  - talk to Dan or Jeff or anyone else there if you need help.

10/2/2007

Group meeting organizer

- Book a conference room
  - for regular meeting.
  - for special meetings, e.g. visitor talks.
- Send out email prior to meeting
  - contains agenda
- Whatever ridiculous rules Kieron has come up with now

10/2/2007

Group meeting organizer and minute taker

- Take minutes of each meetings and email to everyone.
  - May also put in directory on pbe.
- Remind Kieron to make coffee.
- Cookie accountant.
  - handle group moneys.
  - reimburse cookie purchasers.

10/2/2007

Computer person

- Interface with PSCSG
  - they administer our server
  - setup accounts and computers
    - usually email chad
    - ALWAYS cc pscsg
    - usually requires follow up phone call
  - Deal with issues with server, e.g. backups.
- Interface with Nate

Computer person

- Any hardware problems
  - all macs under APP 3yr warranty, under apple id kieronburke.
  - all certificates in bag somewhere.
  - usually go to UCI computerstore help.
- Person Kieron bugs with his computer problems/whims.

10/2/2007

Computer person

- Purchase new computers + hardware.
  - currently we have 5 iMacs, 2 Macbook Pros, 1 30" cinema display, 1 mac mini, 1 macbook, 4 printers, 1 switch and many many ethernet cables.
  - also new IBM thinkpad tablet ordered.
  - 5/10 computers/displays owned by Kieron.

10/2/2007

Computer person

- Purchase new computers + hardware.
  - Most purchased from UCI computerstore.
  - KST Data Inc. is UCI preferred vendor, offer 'sweetspot' deals on common configs.
  - can use different vendor if needed.

10/2/2007

Computer person

- Setup new computers.
  - install all the programs the group uses.
    - list of these on pbe in arch folder.
  - contact PSCSG to setup mount

10/2/2007

Computer person

- Software.
  - can get some from NACS.
  - some from UCI preferred vendor CDWG.
  - some from UCI computerstore.

10/2/2007

Computer person

- IP addresses
  - can request some from NACS.
  - sometimes PSCSG does this.
- Wireless authorization for visitors
  - sometimes Kieron will do this.
- Idea: setup amin account on each computer, e. g. so you could install software on say Kieron's computer when he's away

10/2/2007

Website admin

- Website
  - keep website up to date
    - group members contact info, etc
  - Papers
    - add published papers to publications
    - add to refers.txt
    - add pdf to lib/papers on pbe
  - Occasionally create new page
  - keep track of stats on statcounter.com

10/2/2007

Website admin

- Make sure that references are carefully done.

Office supplies

- Purchase office supplies
  - officemaxsolutions.com
    - username: ucicampus
    - password: catalog1
  - UCI bookstore
- Printer Ink and paper
  - always have 1 cartridge extra
  - buy officemax laser paper(96 brightness, 24lb). Cost is $0.00768 a sheet.

10/2/2007

Office supplies

- Notepads
  - each person usually has their own preference.
    - white/yellow/ , narrow/legal/wide ruled , 3 holes punched.
    - green or blue if your a weirdo
- Pens / Pencils
- Manila folders / Hanging folders
- Folders / Paper Clips / Push Pins / Dividers / Staplers / Hole Punches / etc / etc

10/2/2007

Office supplies

- Furniture
  - ○ UCI preferred vendor is Steelcase
  - ○ we prefer Office Solutions

Office supplies

- Office supply person should email everyone once a month asking if they need anything.

- Keep an eye on printer supplies, always have extra cartridge.

10/2/2007

Librarian

- Catalog the library
  - place on website under list of books
- Order new books
  - relevant to DFT, maybe requested
  - for Kieron's courses.
- Organize hard copies of papers moved here from Rutgers. Add any now in pdf to lib/papers on pbe.
- In principle, keep track of books. People should email if they are removing one for an extended period of time.

10/2/2007

Journal club

- Scan literature for relevant papers
  - including citations of pbe
- Select most relevant of these ~10 per meeting
- Present/Discuss these at group meeting
  - use projector to display abstract
- For chosen papers:
  - write brief summary
    - email to group
    - keep in internal archive
  - add pdf to lib/papers on pbe
  - add to refers.txt

Other jobs available this quarter

- Seminar aggregator
  - some members may not receive emails announcing talks
  - email group listing talks by Chem/Phys/ISIS on in coming week. Possibly on Friday.
  - Kieron can reply suggesting interesting ones.
- PBE admin
  - pbe is a mess at the moment.
- Bibtex

10/2/2007

  - convert refers.txt into late 20th century.

My opinion on the options

- **Group meeting person**
  - Reasonable amount of work
  - Must remember to send reminders and minutes.
  - Best if you have free time to quickly respond to Kieron's orders.

- **Computer Person / Website**
  - not as much work as it sounds
  - periods of nothing to do, interrupted by a heavy workload

10/2/2007

My opinion on the options

- **Office Supplies**
  - ○ relatively easy
  - ○ people will bug you about once a month
  - ○ just need to make sure there is printer ink and paper.

- **Librarian**
  - ○ probably the easiest
  - ○ just a couple of things that need done sometime this quarter.

10/2/2007

My opinion on the options

- **Journal Club**
  - probably the hardest.
  - needs lots of free time.
  - on a plus, you'll be the only one still awake at the end of group meetings.
- **Seminar Aggregator**
  - pretty simple, just need to remember to do it.
- **PBE admin**
  - should be familiar with the workings of the group
- **Bibtex**

10/2/2007

  - The horror, . . . the horror.