

UCLA Department of English Staff Directory

Name	Title	Phone Numbers	Emails
Bundy, Stephanie	Senior Undergraduate Advisor	310-825-3927	stephanie@english.ucla.edu
Thompson, Chris	IT Manager	310-206-2163	ccthompson@english.ucla.edu
Wevill, Ana	Chief Administrative Officer	310-267-5471	ana@english.ucla.edu
Front Office	Department Coordinator	310-825-4173 or 310-825-4174	Vacant
Weiner, Allison	Business Office/Fund Manager	310-825-2299	ahweiner@english.ucla.edu
Kim, Jason	Lecturer Coordinator	310-206-7670	jasonkim@humnet.ucla.edu
Lambert, Mike	Senior Graduate Advisor	310-825-1223	mlambert@english.ucla.edu
Lacy, Jade	Business Office Coordinator	310-206-3817	jlacy@english.ucla.edu
Laguna, Diana	Undergraduate Advisor/Graduate Assistant	310-206-9903	dlaguna@english.ucla.edu
Lizarraga, Alondra	Academic & Staff Personnel Manager	323-206-1145	alizarraga@english.ucla.edu
Samperio, Victor	Department Technology Analyst	310-825-3896	vsamperio@humnet.ucla.edu
Tolly, Lynda	English Reading Room Librarian	310-825-4511	tolly@english.ucla.edu
Wallien, Marta	Programs & Media Manager	310-206-4030	mwallien@english.ucla.edu
Front Office	Student Personnel & Payroll		Vacant

Staff Responsibilities

UCLA Department of English

Staff Directory

Roles and Responsibilities	Staff Names
Academic Personnel Dossiers	Alondra Lizarraga (Ladder Faculty) Jason Kim (Lecturers)
Address Changes (including email)	Alondra Lizarraga (Faculty and Staff) Jason Kim (Lecturers) Mike Lambert (Grad Students)
Audio-Visual Services	Chris Cabrera-Thompson
Auditing Courses (Donors)	Marta Wallien
Benefits (information/processing)	Alondra Lizarraga
Budgets (information/balances)	Allison Weiner, Ana Wevill
Building issues and Facilities requests	Front Office, Ana Wevill
Bylaws	Alondra Lizarraga, Ana Wevill
Catering for department events and meetings	Marta Wallien
Colloquium speakers (reimbursements, honoraria, accommodations)	Marta Wallien, Allison Weiner
Committees	Alondra Lizarraga
Computers (technical problems, software installed)	Chris Cabrera-Thompson/Victor Samperio
Computer Loaners	Chris Cabrera-Thompson/Victor Samperio
Computer Upgrade Program for Faculty	Chris Cabrera-Thompson/Victor Samperio
Conference/Guest lecturer arrangements	Marta Wallien
Common Room, Conference room, and Faculty Lounge scheduling (193, 250, 222B, 278)	Marta Wallien
Copier Codes	Chris Cabrera-Thompson
Copier Repair and Supplies	Front Office
Advising — Undergraduates students	Diana Laguna, Stephanie Bundy
Advising — Graduate students	Mike Lambert
Course websites (BruinLearn)	RITC (ritc@humnet.ucla.edu)
Department Security Administrator (DSA)	Chris Cabrera-Thompson (primary), Melissa Jamero of Rolfe/Campbell Group (Secondary)
Email listservs (@lists.ucla.edu)	Chris Cabrera-Thompson Mike Lambert (Graduate Student List)
Email accounts	Chris Cabrera-Thompson/Victor Samperio
English Reading Room (ERR)	Lynda Tolly
Enrollment — Graduate students	Mike Lambert
Enrollment — Undergraduate students	Diana Laguna, Stephanie Bundy
Equipment purchases	Ana Wevill, Allison Weiner, Chris Thompson
Fellowship Information	Mike Lambert, Stephanie Bundy
Front Office	Front Office/Work-Study Students
Furniture moves/removal	Ana Wevill, Front Office
Graduate fellowship information	Mike Lambert
Graduate student financial inquiries	Mike Lambert
Hiring/separations — TA, GSRs, RAs	Student Payroll Coordinator (Front Office)
Hiring/separations — Instructors (incl. faculty, temp faculty, visiting titles)	Alondra Lizarraga (Ladder Faculty) Jason Kim (Lecturers)
Hiring/separations — Staff	Ana Wevill, Alondra Lizarraga
Honorariums/Guest Speaker Fees	Allison Weiner, Jade Lacy
ID cards	Alondra Lizarraga (Ladder Faculty/Staff) Jason Kim (Lecturers)
Inventory (supplies/equipment)	Front Office
Keys	Front Office

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Leaves	Alondra Lizarraga (Ladder Faculty) Jason Kim (Lecturers) Ana Wevill (Staff) Mike Lambert (Graduate Students)
Mail	Front Office
Mini Grants — CAT applications/reimbursement	Allison Weiner
Parking permits — employees	Front Office
Parking permits — visitors	Front Office
Payroll — Ladder Faculty/Staff	Alondra Lizarraga
Payroll — Lecturers	Jason Kim
Payroll — Student employees	Student Payroll Coordinator (Front Office)
Payroll (reports/calculations/processing salaries)	Ana Wevill
Purchases/P-card	Allison Weiner, Jade Lacy
Readers	Student Payroll Coordinator (Front Office)
Recruitment/faculty searches	Alondra Lizarraga (Ladder faculty) Jason Kim (Lecturers)
Reimbursements	Allison Weiner/Jade Lacy
Relocation procedures	Ana Wevill, Alondra Lizarraga
Relocation reimbursements	Allison Weiner/Ana Wevill
Renovations/Facilities	Ana Wevill
Research grants (Academic Senate & Extramural)	Allison Weiner, Ana Wevill
Sabbaticals	Alondra Lizarraga
Scheduling classes/room changes	Stephanie Bundy
Social Media and Communications	Marta Wallien
Software purchases	Chris Cabrera-Thompson/Allison Weiner
Space planning	Ana Wevill
Student event planning — Graduate students	Mike Lambert
Student event planning — Undergraduate students	Diana Laguna, Stephanie Bundy
Student forms & academic progress — Graduate students	Mike Lambert
Student forms & academic progress — Undergraduate students	Diana Laguna, Stephanie Bundy
Summer ninths	Alondra Lizarraga, Student Payroll Coordinator (Front Office)
Supervision (Administrative Staff management and supervision)	Ana Wevill
Supply orders/purchases	Front Office
Teaching evaluations	Alondra Lizarraga
Telephones (updates/problems/repairs)	Front Office, Ana Wevill
Textbook orders/desk copies	Front Office, Work-Study
Timesheets — RAs, GSRs, readers, tutors, Work-Study	Student Payroll Coordinator (Front Office)
Timesheets – Lecturers	Jason Kim
Timesheets – Postdocs & Admin Staff	Alondra Lizarraga
Timesheets – Administrative staff	Ana Wevill
Travel for Research/Conferences (reimbursements, advances)	Allison Weiner
UCPath transactions/orientation — Ladder Faculty and Staff	Alondra Lizarraga
UCPath transactions/orientation — Lecturers	Jason Kim

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UCPath transactions/orientation — TA, GSRs, RAs	Student Payroll Coordinator (Front Office)
Visas — Faculty/visiting titles/postdocs	Alondra Lizarraga
Visas — Graduate students	Mike Lambert
Visiting Researchers	Student Payroll Coordinator (Front Office)
Visiting Graduate Researchers (restricted)	Mike Lambert
Website design/updates	Marta Wallien