

UCLA Department of English Staff Directory

Name	Title	Phone Numbers	Emails
Bundy, Stephanie	Undergraduate Advisor/Graduate Assistant	310-825-3927	stephanie@english.ucla.edu
Cabrera- Thompson, Chris	IT Manager	310-206-2163	ccthompson@english.ucla.edu
Wevill, Ana	Chief Administrative Officer	310-267-5471	ana@english.ucla.edu
Freeman, Riza	Department Coordinator	310-825-4173 or 310-825-4174	rfreeman@english.ucla.edu
Kim, Jason	Student Personnel & Payroll Coordinator	310-206-7670	jasonkim@english.ucla.edu
Lambert, Mike	Graduate Advisor	310-825-1223	mlambert@english.ucla.edu
Lacy, Jade	Business Office Coordinator	310-206-3817	jlacy@english.ucla.edu
Lizarraga, Alondra	Lecturer Coordinator	323-206-1145	alizarraga@humnet.ucla.edu
Munguia, Janel	Undergraduate Counselor	310-825-1389	munguia@english.ucla.edu
Su, Whitney	Business Office/Fund Manager	310-825-2299	wws@english.ucla.edu
Samperio, Victor	Department Technology Analyst	310-825-3896	vsamperio@humnet.ucla.edu
Grabmeier, Yasmin	Academic & Staff Personnel Manager	310-825-4459	yasmin@english.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

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Staff Responsibilities

Roles and Responsibilities	Staff Names
Academic Personnel Dossiers	Yasmin Grabmeier (Ladder Faculty) Alondra Lizarraga (Lecturers)
Address Changes (including email)	Yasmin Grabmeier (Faculty and Staff) Alondra Lizarraga (Lecturers) Mike Lambert (Grad Students)
Audio-Visual Services	Chris Cabrera-Thompson
Auditing Courses (Donors)	Marta Wallien
Benefits (information/processing)	Yasmin Grabmeier
Budgets (information/balances)	Whitney Su, Ana Wevill
Building issues and Facilities requests	Riza Freeman/Ana Wevill
Bylaws	Yasmin Grabmeier, Ana Wevill
Catering for department events and meetings	Marta Wallien
Colloquium speakers (reimbursements, honoraria, accommodations)	Marta Wallien, Whitney Su
Committees	Yasmin Grabmeier
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 and Conference room scheduling (193, 250, 278B)	Marta Wallien
Copier Codes	Chris Cabrera-Thompson
Copier Repair and Supplies	Riza Freeman
Counseling — Undergraduates students	Stephanie Bundy, Janel Munguia
Counseling — Graduate students	Mike Lambert
Course websites (BruinLearn)	RITC (ritc@humnet.ucla.edu)
Email listservs (@lists.ucla.edu)	Chris Cabrera-Thompson Mike Lambert (Graduate Student List)
Email accounts	Chris Cabrera-Thompson/Victor Samperio
English Reading Room	Lynda Tolly
Enrollment — Graduate students	Mike Lambert
Enrollment — Undergraduate students	Stephanie Bundy, Janel Munguia
Equipment purchases	Ana Wevill, Whitney Su
Fellowship Information	Mike Lambert
Front Office	Riza Freeman/Work-Study
Furniture moves/removal	Ana Wevill, Riza Freeman
Graduate fellowship information	Mike Lambert
Graduate student financial inquiries	Mike Lambert
Hiring/separations — TA, GSRs, RAs	Jason Kim
Hiring/separations — Instructors (incl. faculty, temp faculty, visiting titles)	Yasmin Grabmeier (Ladder Faculty) Alondra Lizarraga (Lecturers)
Hiring/separations — Staff	Ana Wevill

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

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UCPath transactions/orientation — TA, GSRs, RAs	Jason Kim
Visas — Faculty/visiting titles/postdocs	Yasmin Grabmeier
Visas — Graduate students	Mike Lambert
Visiting Scholars	Jason Kim
Visiting Graduate Researchers (restricted)	Mike Lambert
Website design/updates	Marta Wallien