<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Numbers</th>
<th>Emails</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, Erica</td>
<td>Business Office Coordinator (Interim)</td>
<td>310-206-3817</td>
<td><a href="mailto:ebrown@english.ucla.edu">ebrown@english.ucla.edu</a></td>
</tr>
<tr>
<td>Bundy, Stephanie</td>
<td>Undergraduate Advisor/Graduate Assistant</td>
<td>310-825-3927</td>
<td><a href="mailto:stephanie@humnet.ucla.edu">stephanie@humnet.ucla.edu</a></td>
</tr>
<tr>
<td>Cabrera-Thompson,</td>
<td>IT Manager</td>
<td>310-206-2163</td>
<td><a href="mailto:ccthompson@english.ucla.edu">ccthompson@english.ucla.edu</a></td>
</tr>
<tr>
<td>Chris</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clennon, Laura</td>
<td>Chief Administrative Officer</td>
<td>310-825-3279</td>
<td><a href="mailto:clennon@english.ucla.edu">clennon@english.ucla.edu</a></td>
</tr>
<tr>
<td>Huang, Melinda</td>
<td>Business Office Manager</td>
<td>310-825-2299</td>
<td><a href="mailto:mhuang@english.ucla.edu">mhuang@english.ucla.edu</a></td>
</tr>
<tr>
<td>Kim, Jason</td>
<td>Student Personnel &amp; Payroll Coordinator</td>
<td>310-206-7670</td>
<td><a href="mailto:jason@english.ucla.edu">jason@english.ucla.edu</a></td>
</tr>
<tr>
<td>Lambert, Mike</td>
<td>Graduate Advisor</td>
<td>310-825-1223</td>
<td><a href="mailto:mlambert@english.ucla.edu">mlambert@english.ucla.edu</a></td>
</tr>
<tr>
<td>Lizarraga, Alondra</td>
<td>Lecturer Coordinator</td>
<td>323-206-1145</td>
<td><a href="mailto:alizarraga@humnet.ucla.edu">alizarraga@humnet.ucla.edu</a></td>
</tr>
<tr>
<td>Munguia, Janel</td>
<td>Undergraduate Counselor</td>
<td>310-825-1389</td>
<td><a href="mailto:munguia@english.ucla.edu">munguia@english.ucla.edu</a></td>
</tr>
<tr>
<td>Samperio, Victor</td>
<td>DTA</td>
<td>310-825-3896</td>
<td><a href="mailto:vsamperio@humnet.ucla.edu">vsamperio@humnet.ucla.edu</a></td>
</tr>
<tr>
<td>Sharawy, Yasmin</td>
<td>Academic &amp; Staff Personnel Manager</td>
<td>310-825-4459</td>
<td><a href="mailto:yasmin@english.ucla.edu">yasmin@english.ucla.edu</a></td>
</tr>
<tr>
<td>Tolly, Lynda</td>
<td>English Reading Room Librarian</td>
<td>310-825-4511</td>
<td><a href="mailto:tolly@english.ucla.edu">tolly@english.ucla.edu</a></td>
</tr>
<tr>
<td>Wallien, Marta</td>
<td>Programs &amp; Media Manager</td>
<td>310-206-4030</td>
<td><a href="mailto:mwallien@english.ucla.edu">mwallien@english.ucla.edu</a></td>
</tr>
</tbody>
</table>
## Staff Responsibilities

<table>
<thead>
<tr>
<th>Roles and Responsibilities</th>
<th>Staff Names</th>
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</thead>
<tbody>
<tr>
<td>Academic Personnel Dossiers</td>
<td>Yasmin Sharawy (Ladder Faculty)</td>
</tr>
<tr>
<td>Address Changes (including email)</td>
<td>Alondra Lizarraga (Lecturers)</td>
</tr>
<tr>
<td>Address Changes (including email)</td>
<td>Yasmin Sharawy (Faculty and Staff)</td>
</tr>
<tr>
<td>Address Changes (including email)</td>
<td>Alondra Lizarraga (Lecturers)</td>
</tr>
<tr>
<td>Address Changes (including email)</td>
<td>Mike Lambert (Grad Students)</td>
</tr>
<tr>
<td>Audio-Visual Services</td>
<td>Chris Cabrera-Thompson</td>
</tr>
<tr>
<td>Auditing Courses (Donors)</td>
<td>Marta Wallien</td>
</tr>
<tr>
<td>Benefits (information/processing)</td>
<td>Yasmin Sharawy</td>
</tr>
<tr>
<td>Budgets (information/balances)</td>
<td>Melinda Huang</td>
</tr>
<tr>
<td>Building issues and Facilities requests</td>
<td>Laura Clennon</td>
</tr>
<tr>
<td>Bylaws</td>
<td>Yasmin Sharawy</td>
</tr>
<tr>
<td>Catering for department events and meetings</td>
<td>Marta Wallien</td>
</tr>
<tr>
<td>Colloquium speakers (reimbursements, honoraria, accommodations)</td>
<td>Marta Wallien/Melinda Huang/Erica Brown</td>
</tr>
<tr>
<td>Committees</td>
<td>Yasmin Sharawy</td>
</tr>
<tr>
<td>Computers (technical problems, software installed)</td>
<td>Chris Cabrera-Thompson/Victor Samperio</td>
</tr>
<tr>
<td>Computer Loaners</td>
<td>Chris Cabrera-Thompson/Victor Samperio</td>
</tr>
<tr>
<td>Computer Upgrade Program for Faculty</td>
<td>Chris Cabrera-Thompson/Victor Samperio</td>
</tr>
<tr>
<td>Conference/Guest lecturer arrangements</td>
<td>Marta Wallien</td>
</tr>
<tr>
<td>Common Room and Conference room scheduling (193, 250, 278B)</td>
<td>Marta Wallien</td>
</tr>
<tr>
<td>Copier Codes</td>
<td>Chris Cabrera-Thompson</td>
</tr>
<tr>
<td>Copier Repair and Supplies</td>
<td>Erica Brown/Jason Kim</td>
</tr>
<tr>
<td>Counseling — Undergraduates students</td>
<td>Stephanie Bundy, Janel Munguia</td>
</tr>
<tr>
<td>Counseling — Graduate students</td>
<td>Mike Lambert</td>
</tr>
<tr>
<td>Course websites (BruinLearn)</td>
<td>RITC (<a href="mailto:ritc@humnet.ucla.edu">ritc@humnet.ucla.edu</a>)</td>
</tr>
<tr>
<td>Email listservs (@lists.ucla.edu)</td>
<td>Chris Cabrera-Thompson</td>
</tr>
<tr>
<td>Email accounts</td>
<td>Mike Lambert (Graduate Student List)</td>
</tr>
<tr>
<td>English Reading Room</td>
<td>Lynda Tolly</td>
</tr>
<tr>
<td>Enrollment — Graduate students</td>
<td>Mike Lambert</td>
</tr>
<tr>
<td>Enrollment — Undergraduate students</td>
<td>Stephanie Bundy, Janel Munguia</td>
</tr>
<tr>
<td>Equipment purchases</td>
<td>Laura Clennon/Melinda Huang</td>
</tr>
<tr>
<td>Fellowship Information</td>
<td>Mike Lambert</td>
</tr>
<tr>
<td>Furniture moves/removal</td>
<td>Laura Clennon</td>
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<tr>
<td>Graduate fellowship information</td>
<td>Mike Lambert</td>
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<tr>
<td>Graduate student financial inquiries</td>
<td>Mike Lambert</td>
</tr>
<tr>
<td>Hiring/separations — TA, GSRs, RAs</td>
<td>Jason Kim</td>
</tr>
<tr>
<td>Hiring/separations — Instructors (incl. faculty, temp faculty, RA, visiting titles)</td>
<td>Yasmin Sharawy (Ladder Faculty) Alondra Lizarraga (Lecturers)</td>
</tr>
<tr>
<td>Hiring/separations — Staff</td>
<td>Laura Clennon</td>
</tr>
<tr>
<td>Honorariums/Guest Speaker Fees</td>
<td>Melinda Huang/Erica Brown</td>
</tr>
</tbody>
</table>
# UCLA Department of English
## Staff Directory

| ID cards | Yasmin Sharawy (Ladder Faculty/Staff)  
|          | Alondra Lizarraga (Lecturers) |
| Inventory (supplies/equipment) | Erica Brown |
| Keys | Erica Brown/Jason Kim |
| Leaves | Yasmin Sharawy (Ladder Faculty)  
|          | Alondra Lizarraga (Lecturers)  
|          | Laura Clennon (Staff)  
|          | Mike Lambert (Graduate Students) |
| Mail | Erica Brown/Jason Kim |
| Mini Grants — CAT applications/reimbursement | Melinda Huang/Erica Brown |
| Parking permits — employees | Jason Kim |
| Parking permits — visitors | Laura Clennon |
| Payroll — Ladder Faculty/Staff | Yasmin Sharawy |
| Payroll — Lecturers | Alondra Lizarraga |
| Payroll — Student employees | Jason Kim |
| Payroll (reports/calculation/processing salaries) | Laura Clennon |
| Purchases/P-card | Melinda Huang/Erica Brown |
| Readers | Alondra Lizarraga (Interim) |
| Recruitment/faculty searches | Yasmin Sharawy (Ladder faculty)  
<p>|          | Alondra Lizarraga (Lecturers) |
| Reimbursements | Melinda Huang/Erica Brown |
| Renovations/Facilities | Laura Clennon |
| Research grants (Academic Senate &amp; Extramural) | Melinda Huang |
| Sabbaticals | Yasmin Sharawy |
| Scheduling classes/room changes | Janel Munguia |
| Social Media and Communications | Marta Wallien |
| Software purchases | Melinda Huang |
| Space planning | Laura Clennon |
| Student event planning — Graduate students | Mike Lambert |
| Student event planning — Undergraduate students | Stephanie Bundy/Janel Munguia |
| Student forms &amp; academic progress — Graduate students | Mike Lambert |
| Student forms &amp; academic progress — Undergraduate students | Stephanie Bundy/Janel Munguia |
| Summer ninths | Yasmin Sharawy/Alondra Lizarraga (Interim) |
| Supervision (Staff management and supervision) | Laura Clennon |
| Supply orders/purchases | Erica Brown |
| Teaching evaluations | Yasmin Sharawy |
| Telephones (updates/problems/repairs) | Laura Clennon |
| Textbook orders/desk copies | Erica Brown/Jason Kim/Work-Study |
| Timesheets — Research assistants, GSRs, readers, tutors, Workstudy | Jason Kim |
| Travel for Research/Conferences (vouchers, reimbursements, advances) | Melinda Huang/Erica Brown |
| UCPATH transactions/orientation — Ladder Faculty and Staff | Yasmin Sharawy |
| UCPATH transactions/orientation — Lecturers | Alondra Lizarraga |
| UCPATH transactions/orientation — TA, GSRs, RAs | Jason Kim |
| Visas — Faculty/visiting titles/postdocs | Yasmin Sharawy |
| Visas — Graduate students | Mike Lambert |</p>
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visiting Scholars</td>
<td>Jason Kim</td>
</tr>
<tr>
<td>Visiting Graduate Researchers</td>
<td>Mike Lambert</td>
</tr>
<tr>
<td>Website design/updates</td>
<td>Marta Wallien</td>
</tr>
</tbody>
</table>