

UCLA Department of English Staff Directory

Name	Title	Phone Numbers	Emails
Brown, Erica	Business Office Coordinator	310-206-3817	ebrown@english.ucla.edu
Bundy, Stephanie	Undergraduate Advisor/Graduate Assistant	310-825-3927	stephanie@humnet.ucla.edu
Cabrera-Thompson, Chris	IT Manager	310-206-2163	ccthompson@english.ucla.edu
Clennon, Laura	Chief Administrative Officer	310-825-3279	clennon@english.ucla.edu
Huang, Melinda	Business Office Manager	310-825-2299	mhuang@english.ucla.edu
Kim, Jason	Student Personnel & Payroll Coordinator	310-206-7670	jason@english.ucla.edu
Lambert, Mike	Graduate Advisor	310-825-1223	mlambert@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
Samperio, Victor	DTA	310-825-3896	vsamperio@humnet.ucla.edu
Sharawy, 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 Sharawy (Ladder Faculty) Alondra Lizarraga (Lecturers)
Address Changes (including email)	Yasmin Sharawy (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 Sharawy
Budgets (information/balances)	Melinda Huang
Building issues and Facilities requests	Laura Clennon
Bylaws	Yasmin Sharawy
Catering for department events and meetings	Marta Wallien
Colloquium speakers (reimbursements, honoraria, accommodations)	Marta Wallien/Melinda Huang/Erica Brown
Committees	Yasmin Sharawy
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	Erica Brown/Jason Kim
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	Laura Clennon/Melinda Huang
Fellowship Information	Mike Lambert
Front Office	Erica Brown/Jason Kim/Work-Study
Furniture moves/removal	Laura Clennon
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 Sharawy (Ladder Faculty) Alondra Lizarraga (Lecturers)
Hiring/separations — Staff	Laura Clennon

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Honorariums/Guest Speaker Fees	Melinda Huang/Erica Brown
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/calculations/processing salaries)	Laura Clennon
Purchases/P-card	Melinda Huang/Erica Brown
Readers	Alondra Lizarraga (Interim)
Recruitment/faculty searches	Yasmin Sharawy (Ladder faculty) Alondra Lizarraga (Lecturers)
Reimbursements	Melinda Huang/Erica Brown
Renovations/Facilities	Laura Clennon
Research grants (Academic Senate & 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 & academic progress — Graduate students	Mike Lambert
Student forms & academic progress — Undergraduate students	Stephanie Bundy/Janel Munguia
Summer ninths	Yasmin Sharawy/Jason Kim
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 — RAs, GSRs, readers, tutors, Workstudy	Jason Kim
Travel for Research/Conferences (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
Visiting Scholars	Jason Kim
Visiting Graduate Researchers	Mike Lambert
Website design/updates	Marta Wallien

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