

## Christina Knerr Frink, Management Services Officer

**858-534-3602 | x43602 | cknerr@ucsd.edu | AP&M 4161**

- Leadership, management and oversight of all administrative functions including: strategic planning, budget and financial management, human resources, labor relations, policy development, internal control and risk management, external relations, space and facilities, health and safety, and administrative information systems.
- Grant proposals & budgets
- Contract & grant pre-and post-award administration

## Jeffrey Lau, Academic HR Analyst

**858-534-3601 | x41146 | jlau@ucsd.edu | AP&M 4018**

- Human Resources
- Academic Personnel
- Student Employment
- Payroll
- Department fund accounting
- Purchasing
- Reimbursements
- Travel

## Rula Kasscieh, Department Librarian

**858-534-0693 | x40693 | rkasscieh@ucsd.edu | AP&M 3432**

- Primary contact for Linguistics Dept ("Front Desk"); in person, by phone and for office deliveries
- Course materials - bookstore orders, contacting publishers, student reserve
- Assistance with Geisel resources & services
- Access to archived Linguistics Dept. materials & dissertations
- Keeper of the department laptops/projectors/adapters

## Silas Horton, IT Support Analyst

**858-534-2617 | x42617 | sscf-ling@ucsd.edu | AP&M 2333**

- Technical support for all things computer/printer/copier/audio/video.

## Olivier Jamois, Student Affairs Advisor

**858-534-3601 | x43601 | ojamois@ucsd.edu | AP&M 4016**

- Course scheduling & catalog updates: LLP & HLP
- Website (e-mail: website@ling.ucsd.edu)
- Social media (e-mail: website@ling.ucsd.edu)
- Student Outreach
- Backup student advisor for Linguistics and LLP Program

## Alycia Randol, Undergraduate & Graduate Advisor

**858-534-1145 | x41145 | arandol@ucsd.edu | AP&M 3216**

- Undergraduate & Graduate student advising
- Block Grant - Grad Support/ TAs/ TA stipends/Grad Time Limits and Exceptions
- Course scheduling: LIGN
- Catalog updates: Linguistics
- LIGN Course Approval Forms

## Rachel Pekras, Student Affairs Assistant

**858-822-2711 | x22711 | rpekras@ucsd.edu | AP&M 3101**

- General Department support and assistance; When in doubt, ask me for help or direction
- Dept room reservations (Conf rooms, 4301, and TA office hours for LLP, HLP and LIGN TAs)
- Keeper of dept keys; check out/in and ordering for all our offices, rooms and labs
- LLP & HLP student advising
- LLP language placement and language proficiency
- LLP & HLP course administration and support
- LLP & LLP grad hiring; employment process, general payroll questions, and paycheck distribution
- Ordering and maintenance of office supplies for 3rd floor: LLP, HLP, copy room/copier and staff lounge
- Distribute mail to LLP, HLP and LIGN grad students

Do you have events, research, class projects, photos, plans, advertisements (classes, 199s, etc.), talks, invitations, presentations, published papers, newspaper articles, interviews, blog posts, awards, fellowships, new classes, conferences or even an interesting and relevant article to share?

E-mail [website@ling.ucsd.edu](mailto:website@ling.ucsd.edu)

# Staff Function Information Sheet

## General Function Area

### General Department Administration

- General knower of all the things: Rachel
- Room reservations:
  - Department space: Rachel
  - Campus space: Alycia
- Keys: Rachel
- Office Supplies/Orders
  - 3rd Floor: Rachel
  - 4th Floor: Jeffrey
- Facilities Management Requests: Christina
- Space Issues/Questions: Christina
- Moving Services: Christina
- Surplus Sales: Christina
- Water:
  - 3rd Floor: Rachel
  - 4th Floor: Jeffrey
- Safety Concerns: Christina

### Human Resources & Payroll

- Academic Personnel (reviews, appointment files, recruitments, sabbaticals, leave of absences): Jeffrey
- Academic Employees (faculty, grads, researchers, etc.): Jeffrey
- Staff: Jeffrey
- Employment
  - Graduate Students
    - TA Recruitment: Alycia
    - Hiring Process: Rachel
  - Undergraduate Students: Jeffrey
- Payroll/Paycheck Issues
  - Academic Employees: Jeffrey
  - Staff: Jeffrey
  - TAs: Rachel
- Staff Feedback/Comments/Concerns
  - All staff: Christina
  - Student Affairs: Christina

### Fiscal Administration

- Budgets: Christina
- Reimbursements: Jeffrey
- Travel: Jeffrey
- Human Subject payments: Jeffrey

### Contracts & Grants

- Proposals: Christina
- Budgets: Christina
- Pre- & Post-award administration: Christina

### Student Services

- Undergraduate Advising
  - Linguistics: Alycia
  - Language (LLP & HLP): Rachel
- Graduate Advising
  - Linguistics: Alycia
- Graduate Funding: Alycia
- Petitions: Alycia
- 199s: Alycia
- Office for Students with Disabilities (OSD) Liaison: Christina
- LingUA (E-mail: [lingua@ucsd.edu](mailto:lingua@ucsd.edu))

### Course Administration

- Course Scheduling
  - LIGN: Alycia
  - LLP & HLP: Christina
- Room Scheduling
  - Office Hours: Rachel
  - Section/Review Session: Alycia
- Course Materials: Rula
  - Textbook orders
  - Desk copies
  - Reserves
  - Geisel resources & services
- Course Approvals: Alycia
  - LIGN: Alycia
  - LLP & HLP: Christina
- Catalog Updates
  - Linguistics: Alycia
  - LLP & HLP: Christina
- Office for Students with Disabilities (OSD) Liaison: Alycia
- Advertising: Christina

### External Relations

- Website: Erica ([website@ling.ucsd.edu](mailto:website@ling.ucsd.edu))
- Social Media: Erica ([website@ling.ucsd.edu](mailto:website@ling.ucsd.edu))
- Events/Outreach Materials/Advertising: Christina
- Listservs: Christina

### Computer/Technical Issues

- Silas ([sscf-ling@ucsd.edu](mailto:sscf-ling@ucsd.edu))
- Printer/Copier Issues:
  - Technical issues: Silas ([sscf-ling@ucsd.edu](mailto:sscf-ling@ucsd.edu))
  - Ink/Toner: Silas
  - Paper:
    - 3rd Floor: Rachel
    - 4th Floor: Jeffrey
- DSA (Access to UCSD Programs & Applications): Christina & Alia