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
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)

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

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