

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

858-534-1146 | 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
- Scheduling/Proctoring of LLP Proficiency Exams
- Ling Department key distribution
- Keeper of the department electronic devices

Michael Vantsevich 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)
- 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 ling-website-g@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: Rula
- 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: Rula & Olivier (ling-website-g@ucsd.edu)
- Social Media: Rula & Olivier (ling-website-g@ucsd.edu)
- Events/Outreach Materials/Advertising: Rula
- Listservs: Christina

Computer/Technical Issues

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