

DEPARTMENT OF PHILOSOPHY STAFF DUTIES

Front Office Coordinator : **Allynn Lewis**, x54642, alewis@humnet.ucla.edu

Computer Support : TBD, x55247, @humnet.ucla.edu

Student Affairs : **Doug Myers**, x61356, doug.myers@humnet.ucla.edu

Personnel/Payroll : Jonathan Bonilla, x50453, jbonilla@humnet.ucla.edu

Manager : **Isamara Ramirez**, x55432, isamara@humnet.ucla.edu

Reading Room / Events : **Julian Fischer**, jfischer@humnet.ucla.edu

ADMINISTRATION		GRADUATE AFFAIRS continued	
Front Office Management	Allynn	Graduate Admissions	Doug
Job Descriptions & Staff Recruitment	Isamara	Graduate Student Advising	Doug
Staff Supervision & Evaluation	Isamara	Listservs (Graduate Students)	Doug
Work Study Hiring and Supervision	Allynn	Placement	Doug/Allynn
BUILDING & FACILITIES		Prospective student visits	Doug
Building Coordinator	Isamara	Student forms (graduate)	Doug
Emergency Coordinator	Isamara	TA Orientation	Doug
Facilities Requests	Allynn	TA (Planning/eligibility)	Doug
First aid supplies	Allynn	OFFICE SUPPLIES & MACHINE	
Keys	Allynn	Business Card Orders	Allynn
Parking (Employees)	Allynn	Copier Access Codes	Allynn
Reading Room	Julian	Mail / Federal Express	Allynn
Space Planning	Isamara	Office Machines Repair (copier, fax)	Allynn
Telephones	Allynn	Office Supply Orders & Inventory	Allynn
UCLA Directory Updates	Isamara	PAYROLL & PERSONNEL	
COMPUTER & IT SERVICES		Academic Personnel Dossiers	Jonathan
Computer / network support	TBD	Benefits	Jonathan
Computer & peripheral purchasing	TBD	Change of Address/Personal Information	Jonathan
Computer upgrade program (ladder faculty)	TBD/Isamara	Faculty Hiring (Ladder, Lecturers, Visitors)	Jonathan
Email accounts	TBD	Faculty Relocation	Isamara
Listservs (Faculty, Staff)	TBD	Onboarding for new & visiting faculty	Jonathan & Allynn
UCLA Logon IDs	TBD	Reader and tutor hiring	Jonathan
Website Updates	Allynn/ Isamara	Sabbaticals & Leaves	Jonathan
COURSES & SCHEDULING		Searches	Jonathan
Course Catalog Changes	Doug	Summer Ninths	Jonathan
Dept. Room Scheduling (Dodd 325 and 399)	Allynn	Summer sessions appointments	Jonathan
Desk copies	Allynn	TA and GSRs (Hiring, Payroll, Advance Loans)	Jonathan
Evaluations (faculty and TAs)	Jonathan	Visiting Graduate Researchers	Jonathan
Scheduling Classes, Room changes	Allynn, Doug	Visiting Scholars, Researchers, and Postdocs	Jonathan
Textbook orders	Allynn	REIMBURSEMENTS & PAYMENTS	
Variable Topics Courses	Allynn	Colloquiua/conference reimbursements	Julian
EVENTS		Honorariums & Lecture Fee Payments	Julian
Audio Visual Services Orders	Julian/Allynn	Student entertainment reimbursements (tea time, Albritton Society student mentoring etc)	Allynn
Catering	Julian	Research purchases/reimbursements	Allynn
Colloquiua	Julian/Allynn	UNDERGRADUATE AFFAIRS	
Commencement and Fall Reception Planning	Allynn	Academic Dishonesty/Misconduct	Doug
Conferences / Event Planning	Julian/Allynn	Grade Changes	Allynn
Event Budgets	Allynn	Listservs (Undergraduate Students)	Doug
Event publicity	Allynn	Student Awards (Yost Prize, Kalish Awards, etc)	Allynn
Hotel Reservations for dept. visitors	Julian	Undergraduate advising	Doug
Parking (Visitors)	Julian	Contract Course enrollment	Allynn
Travel arrangements/reimbursements for visitors	Julian	Departmental Honors	Allynn
FINANCE		Course Substitutions	Allynn
Budgets	Isamara	COMMUNICATIONS	
Council on Research/Academic Senate grants	Isamara	Website Updates	Allynn/ Isamara
OID mini-grants	Isamara	Alumni Newsletter	Allynn
Research Grants	Isamara	Alumni Profiles	Allynn
Sponsorships to/from other departments	Isamara	Donor Recognition	Allynn/ Isamara
UCLA Foundation accounts	Isamara	Social media	Allynn
GRADUATE AFFAIRS		Development	Allynn/ Isamara
Fee remissions (TA& GSR)	Doug		
Graduate student fellowships and funding	Doug		