

STAFF ROLE INFORMATION

<p>Mariana 403-220-5300 mariana.raffo@ucalgary.ca CHD310 8:30-4:30; lunch 12-1</p> <p>Backup: Gabriela (Tues) 403-220-5293 gabriela.iturriza@ucalgary.ca</p>	<p>Jin 403-220-4062 jmeng@ucalgary.ca CHD307 8:30-4:30; lunch 12-1 Open office hours: 2-4pm</p>	<p>Francey 403-220-5469 fapisico@ucalgary.ca CHD307 10:30-6:30; lunch 12:30-1:30* Open office hours: 2-4pm</p>	<p>Katherine 403-220-4002 kguevara@ucalgary.ca CHD310A 8:30-4:30; lunch 1-2*</p>	<p>Nadine 403-220-4000 nadine.besegue@ucalgary.ca CHC306 8:30-4:30; lunch 12-1</p>	<p>Micheline 403-220-7226/8621 michlee@ucalgary.ca CHD302 8:30-4:30; lunch 12-1</p>
<ul style="list-style-type: none"> • General questions including advising and student placement • Absence from campus forms • Supplies • Textbook distribution (except for French) • Key distribution • Mail & drop box • Course outlines (except French) • USRI/faculty questionnaires (except French) • Final exam bookings • Grade submission • Room bookings for events • Catering for School events • Flight and accommodation bookings for visiting speakers (shared with Francey) • Contact and office hours listings • Scheduling division or section meetings for all divisions except French • slllc email • Aula Cervantes 	<ul style="list-style-type: none"> • Timetabling, including Fall/Winter, Spring/Summer and Group Study timetabling (changes to teaching assignments or schedule must go through the Div Chair and School Director) • Room bookings for courses • Calendar and curriculum • Sessional hires • Casual student hires includes hourly lab assistants and SGLs; GAT/GANT appointments fall under Federica's and Biljana's profiles) • Group Study Programs (registration and contracting) • Occupational health and safety/risk management 	<ul style="list-style-type: none"> • Website Administration (School & LRC) • Social Media coordination (School & LRC) • Events (first point of contact to book dates), including Faculty of Arts Orientation and U of C Open House • Events calendar • U of C branding (logos, poster requirements, letterhead access, etc.) • Promotional Materials (brochures, banners, signage, course announcements, etc.) • Photos and publicity • Communication related • School newsletter • LRC newsletter • LRC email • Flight and accommodations for visiting speakers (shared with Mariana) 	<ul style="list-style-type: none"> • Staff work assignments • School administration • School policies • Director's Advisory Committee • Office assignments • Budget matters (with the Director making the decisions) • New project creation • School Council • Furnishing and space needs • Hiring (academic recruitment) • Immigration/waivers, honoraria payments etc. • Adjuncts, visiting profs, postdocs • Academic processes (academic performance reports, tenure, promotion, etc.) 	<ul style="list-style-type: none"> • French Centre related matters (activities, budget, monitor selection, oversight, etc.) • FLIP • Dijon Incoming Assistant • Nevers and Dijon Teaching Assistants • E. Catherine Barclay scholarship • Undergraduate Scholarship for French Majors • French Centre Award • Book prizes for French • Immigration/waivers, honoraria payments etc. • Government report 	<ul style="list-style-type: none"> • General questions including advising and placement for French • French Centre support (photocopier, supplies, resource library management, etc.) • Course outlines for French courses • USRI/faculty questionnaire for French courses • Scheduling meetings for French • Planning for events for French, training and course registration (DELFDALF, French Immersion weekends, Quebec trip) • Textbook distribution for French • Passport activity • Scheduling of monitors • Room bookings for French events • Flight bookings for visitors paid for by the French Centre



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	<p>Federica 403-220-4001 fgowen@ucalgary.ca CHC310 8:30-4:30; lunch 12-1</p>	<p>Biljana 403-220-6136 arnautov@ucalgary.ca CHD318 1:00-4:30</p>	
	<ul style="list-style-type: none"> • LLAC grad program matters • Grad student payments • Graduate awards, prizes and scholarships (except for LING) • Undergraduate awards, prizes and scholarships (except for French) 	<ul style="list-style-type: none"> • LING grad program matters • Grad student payments • Graduate awards, prizes and scholarships (except for LLAC) 	

*Lunch time can vary depending on workload and meetings.