

Voorhies Unit Job Duties

For staff contact information please visit: <http://writing.ucdavis.edu/faculty-staff/office-hours/>

Kevin's responsibilities include:

- Voorhies Unit programming
- Voorhies Unit computer support
- Voorhies Unit computer related purchasing

Cindy's responsibilities include:

- UWP policies & procedures
- UWP review processes
- UWP committee liaison
- UWP course approvals
- Voorhies Unit writing class schedules
- UWP writing minor staff advisor

Paula's responsibilities include:

- ENL main office receptionist
- ENL contest coordinator
- ENL textbook/desk copy coordinator
- ENL 3, 5F & 5P: coordinator
- ENL graduate course textbook and desk copy orders coordinator

Janie's responsibilities include:

- ENL M.A. in creative writing contact
- ENL M.A. applications re M.A. program in creative writing contact
- ENL Ph.D. preliminary and qualifying exams coordinator
- ENL graduate course descriptions coordinator
- ENL graduate webmaster
- ENL M.A. creative writing contests coordinator

Sally's responsibilities include:

- UWP upper-division composition exam

Jeanene's responsibilities include:

- Voorhies Unit financial support
- Voorhies Unit contracts and grants

Lynda's responsibilities include:

- ENL course approvals

- ENL, MST, and NAC academic advisor
- ENL literature course scheduling
- ENL room assignments for review sessions and extra time sessions
- ENL, MST, and NAC undergraduate awards and honors coordinator

Melissa's responsibilities include:

- Voorhies Unit reimbursements and payments
- Voorhies Unit purchasing
- Voorhies Unit copy machines
- ENL web page
- Voorhies Unit keys
- Voorhies Unit building maintenance

Levada's responsibilities include:

- ENL Ph.D. admission applications
- ENL fellowship applications
- ENL block grant awards
- ENL Miller Essay Prize contest coordinator
- Voorhies Unit TA, AI, GSR and reader assignments and teaching assignment letters
- ENL GSR work-study eligibility and allocations
- ENL Ph.D. forms such as PELP and filing fee
- ENL Miller Travel Awards
- ENL recruitment for graduate students
- ENL TA orientation

Ron's responsibilities include:

- Voorhies Unit computer support
- Voorhies Unit computer related purchasing

Elliott's responsibilities include:

- UWP/DHI web site design
- UWP/DHI web site maintenance

Vita's responsibilities include:

- Voorhies Unit payroll
- Voorhies Unit academic hires
- Voorhies Unit merits and reappointment reviews
- Voorhies Unit recruitment
- Voorhies Unit employee benefits representative

Darla's responsibilities include:

- Voorhies Unit budget/financial matters

Mary's responsibilities include:

- ENL department chair assistant
- ENL and UWP Senate faculty merit and promotion packets
- ENL MLA interviews and campus visits
- ENL and UWP faculty hire packets
- ENL and UWP new faculty hires - coordinate moves