

## Who To See for What at LTI

**Address Change:** Cheryl Webber  
**Benefits:** Gwendolyne Kelly  
**Budget Preparation:** Cheryl Webber  
**Building Management:** Jim Skees &  
Gwendolyne Kelly  
**Computer Accounts:** Gwendolyne  
**Conference Rooms:** Respective staff

**Copy Machine:** Gwendolyne  
**Effort Report:** Radha Rao  
**Floor Marshal (NSH-4<sup>th</sup>):** Gwendolyne  
**Graduate Program:** Stacy Young  
**General Information:** Sean McBride  
**Keys:** Gwendolyne  
**Mail/Mail boxes:** Sean McBride  
**Payroll:** Radha Rao  
**Printers:** Sean McBride  
**Security System Access:** Gwendolyne  
**Shipping:** Sean McBride  
**Space Allocation:** Radha Rao  
**Telephone:** Gwendolyne  
**Tuition:** Radha Rao  
**Website:** Nyberg/Gwendolyne  
**Work Study Students:** Gwendolyne

**Affiliates:** Radha Rao  
**Bi-weekly Employment:** Gwendolyne  
**Budget Updates:** Cheryl Webber  
**Chcks:** Gwendolyne Kelly

**Computing Costs:** Faculty &  
respective staff

**Course Registration:** Stacy Young  
**Fax/Printer:** Sean McBride  
**Financial Info:** Radha Rao  
**Id-Card:** Gwendolyne  
**Job-Postings:** Gwendolyne  
**Lounge Related:** Sean McBride  
**Office Supplies:** Sean McBride  
**PTO Charts:** Radha Rao  
**Reimbursements:** Respective  
Faculty Support staff  
**Special Service Payments:** Gwendolyne  
**Stipends:** Radha Rao  
**Time Cards:** Gwendolyne Kelly  
**Visas:** Radha Rao(H1-B)  
Gwendolyne (J-1) Stacy Young (F-1)

## Faculty Support

Gwendolyne & ----- - Drs. Lavie, Levin & Yang  
Adele Weitz for - Drs. Black, Brown, Carbonell, Eskenazi, Mitamura & Nyberg  
Sean McBride for - Rao, Drs. Callan, Fink, Rose, Klein & Shamos  
Celine Carraux for - Drs. Waibel & Schultz  
Stacy Young for - Dr. Robert Frederking