Admin Staff

RADIO-TELEVISION-FILM | FALL 2020
Meet Our Team

Rachel Walker
Administrative Manager

Wendy Stuessy
Financial Analyst
Elana Wakeman
Sr. Programs &
Communications
Coordinator

Stacy Brodie
Graduate Program
Coordinator II

Lee Sparks
Media Librarian &
Administrative Assistant

Marisela Campos
Office Manager
Rachel Walker assists the Department Chair, managing all of the administrative functions of the Department. She is responsible for the instructional budget, course scheduling, human resource management, department scholarships and internships, faculty promotion and award nominations, and miscellaneous projects of all kinds. Rachel also works closely with the communications coordinator to develop department publications and large-scale events and acts as a liaison with the College's academic advisors for academic planning and course management. Rachel earned her B.A. in English from the University of Texas. An avid music fan, she can often be found in the front row of a live show around Austin. She lives in a log cabin east of town and loves fussing over her chickens, ducks, cats, sheep, honeybees and Great Pyrenees dogs.
Wendy Stueessy

E-mail: Wendy.stueessy@austin.utexas.edu
Office: CMA 6.120B
Phone: 512-471-4136

Wendy serves as a full-time accountant and purchaser for all the department accounts.

**Financial Analyst**

- Budgets/Records/Reports
- Solvency
- Purchasing
- Audits All Payments and Purchasing Documents
- Support and Supervision
- Primary Cost Center Manager
- Manages and Reconciles Department Credit Card and Travel Credit Card
- Provides Backup to Administrative Manager
Elana Wakeman

Email: ewakeman@austin.utexas.edu
Office: CMA 6.104
Phone: 512-471-6617

Elana manages all content updates for the RTF website, coordinates department-sponsored summer camps and workshops, manages social media outreach, coordinates the Longhorn Denius showcase and other RTF initiatives, and produces promotional materials for departmental events. RTF feels like home to her: she has a background in film and worked in the industry in various roles after earning her M.F.A. in film production from Florida State University. She also holds a B.A. in English, with a concentration in film studies, from Duke University. Before coming to the department in August of 2012, she worked as Publications Manager at UT’s Meadows Center for Preventing Educational Risk. In her spare time, she has been studying Hakomi, a form of mindfulness-based psychotherapy; raising her energetic son; and helping her hard-working husband with his South Austin microbrewery, Orf Brewing.
Lee Sparks

E-mail: Lee.Sparks@austin.utexas.edu
Office: CMA 6.168
Hours: M-F 10 am-4 pm
Phone: 471.1906

Lee, a 1997 Summa Cum Laude graduate of RTF, has served as the RTF Media Librarian since 1998. In addition to serving the RTF Graduate and Faculty communities, he coordinates RTF film and video class screenings and is the RTF Media Library purchasing agent. Lee also manages faculty travel, visiting speaker arrangements, reimbursements, pro card purchases, and vendor payments. Recreationally, Lee is an avid consumer of American comic books and hates the pretentious term 'graphic novel.' When not enjoying genre films from other countries, he cleans up after his cats.

Media Librarian & Administrative Assistant

- Coordinates Film and Video Screenings
- Creates all purchasing and payment documents
- Oversees Media Library
- Manages all travel for faculty, visitors, and students
- Facilitates all visiting speaker paperwork (honorariums and reimbursements)
- Coordinates Media Studies course schedule.
- Manages and reconciles 2 Procards
- Ships film for students and faculty
Stacy administers the four graduate programs in Radio Television Film; MFA in Film Production, MFA in Screenwriting, MA in Media Studies and PhD in Media Studies. She is the first point of contact for prospective students seeking information about the programs and admission procedures. Additionally, she assists students as they navigate their degree requirements and connects them with campus resources to ensure their academic success and well-being. Prior to joining RTF, Stacy served as the longtime Graduate Coordinator in the College of Fine Arts. Before moving to Texas, she was head of bookings and manager for the multi Grammy Award winning Magic Shop Recording Studio in New York. She also served as the Studio Manager for Soundtoys, where she provided sales support to many music and film industry clients including George Martin and Skywalker Sound, and planned showcase events at the NAAM and AES trade shows. She is a member of the NAGAP, The Association for Graduate Enrollment Management and WAM, Women’s Audio Mission. She graduated from New York University.
Marisela Campos recently received her B.S. with High Honors from the University of Texas at Austin RTF program in Spring 2019, where she focused on producing. Some of her producing credits include short films, The Adventures of… from director Sophia Loffreda, and The 11th Order from director Joshua DeFour. She is excited to join the department and hopes her unique perspective as a recent graduate will allow her to connect and support faculty, staff, and students.

Marisela Campos
E-mail: marisela.campos@austin.utexas.edu
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Hours: M-F 8 am - 5 pm
Phone: 512-471-4191

Office Manager

- General Inquiries
- Physical Space
- Office Supplies/Mail
- I-9 Contact
- CIS Contact
- Grade Representative
- Insurance
- Events Assistant
- Departmental Records
- Student Support
- Faculty Support
- Head of The Cage Team
Our staff will be working remotely this semester. You can reach us at the numbers provided, however email is usually the best option. Many of us are also available through Zoom and Microsoft Teams, if you would like to speak to us face to face. Please reach out to make an appointment, or call Marisela and she can jump on quickly to help!
Rachel Walker
Administrative Manager

- **Department Administrator:**
  - Oversees day-to-day operations and responsible for overall workflow of department business, priorities, and timelines
  - Leads administrative and leadership staff meetings
  - Schedules and provides agendas for departmental and extended budget council meetings
  - Assists Chair, Associate Chairs and Area Heads with various reports, projects, issues, and initiatives

- **Curriculum Coordinator/Course Scheduler:**
  - Manages Instructional Budget
  - Prepares proposed course schedule and works with Academic Advisors to manage course planning, classroom space issues, scheduling, and enrollment
  - Coordinates course inventory and undergraduate catalog update

- **Human Resources Manager:**
  - Coordinates the overall human resource functions for the department
  - Hires and supervises department staff
  - Liaises with UT HR and Moody HR team to resolve HR issues
  - Processes appointments for 100 graduate students each semester
  - Approves timesheets, manages timesheet issues and maintains timesheet groups
  - Processes FML and LWOP requests

- **Policies & Compliance Monitor:**
  - Ensures compliance and consistency with UT System, University, College and unit policies, procedures, and systems as well as with Federal/State laws
  - Reports procedure and policy changes to the appropriate groups
  - Develops and generates numerous reports

- **Faculty Affairs:**
  - Manages overall Promotion and Tenure process
  - Coordinates faculty annual evaluations, faculty annual reports, comprehensive periodic reviews, 3rd year reviews, faculty committee assignments, commencement assignments, peer teaching reviews and multiple teaching award nomination packets
  - Manages faculty leave requests including LWOP, FRAs, Dean's Fellowships, and grant buyouts.
  - Coordinates all faculty recruiting and onboarding
  - Attends and participates in departmental, college and university meetings, trainings, and events regarding faculty affairs
  - Processes NTT individual adjunct faculty contracts and Prior Approval Requests (PARs)
  - Completes job costing tools for faculty summer assignments and leadership stipends
  - Maintains RTF Faculty Handbook,
Other Related Functions:
- Initiates discussion and informs the Chair of upcoming deadlines, ongoing processes, and other departmental updates
- Attends regular meetings with Moody HR, Faculty Advancement, Finance teams, and other Dean's Office staff. Backs up absent staff members as needed. Submits various IT requests
- Liaises with various offices across campus.
- Serves on college committees when requested. (5%)

Fiscal Affairs Manager:
- Oversees fiscal affairs for the Department, including Instructional and Operational budgets, in close coordination with the Chair, Financial Administrator, and the Dean's Office
- Ensures appropriate use of funds

Designated Electronic Office Manager:
- Reviews and approves all purchases, travel requests, reimbursements, and transfers
- Reviews and approves Procard packets
- Works with financial administrator and Moody finance team to resolve issues
- Coordinates undergraduate scholarships and monitors endowment accounts
Elana Wakeman
Sr. Programs & Communications Coordinator

- **Internal Communications:**
  - Regularly informs faculty, staff, students, and stakeholders of opportunities and department-sponsored events

- **Publicity/Website/Social Media:**
  - Creates and updates content for RTF’s website, including posting stories and updating descriptions for graduate courses and undergraduate courses, graduate profiles, and faculty profiles
  - Manages department’s social media outlets (Facebook, Instagram, Twitter)
  - Designs graphics and visual assets for publicity purposes
  - Supports compliance with Moody College visual branding guidelines
  - Develops new initiatives to promote the department
  - Provides other publicity needs

- **Screenings & Events:**
  - Schedules and oversees major department-sponsored community events and end-of-semester screenings
  - Oversees Longhorn Denius Film Showcase at SXSW
  - Consults with faculty, staff, and graduate students to plan initiatives involving the public
  - Promotes relevant events to Moody College, UT, community calendars, and other publicity channels

- **Camps/Workshops:**
  - Serves as director for public youth camps and adult workshops

- **Community & Alumni:**
  - Liaises with community partners such as SXSW, Austin Film Festival, and Austin Film Society to cross-promote and organize screenings and events
  - Communicates with alumni about department-related news & events
Wendy Stuessy
Financial Analyst

- **Communication:**
  - Interacts with faculty, staff and students regarding a variety of fiscal matters
  - Informs students, faculty, & staff on current fiscal policy information, procedures and forms

- **Budgets/Records/Reports:**
  - Makes long-term and short-term fiscal projections and works closely with Administrative Manager to establish annual operating budget
  - Prepares and distributes regular financial reports for Department Chair, Administrative Manager, grant holders, conference managers and event leaders.
  - Maintains clear and accurate accounting records.

- **Solvency:**
  - Manages, reconciles, and maintains fiscal solvency on all accounts and expenditures for the department including incidental fees, various donors, income, faculty travel, and student fee accounts, among others.
  - Manages effort certification and ensures appropriate use of funds on faculty grant accounts.

- **Purchasing:**
  - Manages long-term vendor relationships and facilitates vendor contracts, serves as college inventory contact,
  - Coordinates and processes all purchasing and accounting documents for several conferences.

- **Audits all payment and purchasing documents**
  - Submits documents to Imaging, deposits checks for payments or refunds (VC1s)
  - Manages all VIP gift deposits and student organization funds received through Hornraiser and various donors.

- **Support and Supervision.**
  - Provides training for and acts as a resource to Media Librarian and Graduate Program Coordinator and oversees their work related to purchasing, accounting, travel and insurance, and steps in regularly to handle problematic or complicated purchasing and payment documents.

- **Primary Cost Center Manager:**
  - Processes Workday BPs for GRAs, GAs, undergraduates, hourly employees, camp workers.
  - Initiates various other Workday BPs and tickets as necessary.

- **Maintains accounting records, monitors discrepancies, reviews accounts for overages or deficits, or insufficient funds.**

- **Manages and reconciles department credit card and travel credit card**

- **Provides backup to Administrative Manager**
Lee Sparks

Media Librarian &
Administrative Assistant

- Creates all purchasing and payment documents: VP1s, VP2s, PBOs for $15K or less.
  - Ensures all vendors/payees are properly documented in UT system utilizing GGV and GG3 field updates.
  - Processes all Official Occasion reimbursements/payments (VPEs).
  - Provides back up coverage to Office Manager and Financial Analyst
- Oversees Media Library:
  - Coordinates evening screenings and reserves materials, responds to requests to purchase materials for RTF screenings, assists patrons with research requests and technology/playback requests, maintains library A/V equipment and librar database.
  - Checks items in/out and monitors overdue items.
- Manages all travel for faculty, visitors, and students:
  - Processes reimbursements, creates RTAs, manages Faculty Travel Grant applications, tracks FY expenditures across multiple accounts, ensures travel rules are followed.
  - Secures airfare, lodging and/or rental car direct-billing for visitors
- Facilitates all visiting speaker paperwork (honorariums and reimbursements):
  - Maintains checklists and databases, tracks speaker series, ensures visitors have proper documentation, solicits and submits PIFs.
- Coordinates Media Studies course schedule:
  - Enters data in Class Manager; submits Course Schedule Updates; responds to room change requests and closing limit changes; interacts with other department schedulers to coordinate crosslistings and flags; maintains RTF course database
- Manages and reconciles 2 Procards:
  - Responds to purchase requests, solicits proper receipts, acquire necessary signatures, prepares monthly procard packet.
- Ships film for students and faculty:
  - Creates and communicates policy for shipping/receiving of production class projects on film, coordinates shipping/receiving between class and lab, maintains relationships with processing labs and communicates instructor and student needs per project. Receives, packs, and documents outgoing film, and receives, documents, and distributes incoming film.
Stacy Brodie
Graduate Program Coordinator II

- **Graduate Student Employment:**
  - Coordinates Teaching Assistant (TA) and Assistant Instructor (AI) assignments
- **Communications:**
  - Informs faculty and students of matters pertinent to graduate education and policies.
  - Manages graduate student handbook and related communication platforms.
  - Liaises with various UT offices, including Graduate School, GIAC, Office of the Registrar, Office of Financial Aid, Global Travel, International Office, & Student Emergency Services.
- **Graduate Student Records:**
  - Maintains graduate alumni records and placement data, student records, and graduate applications.
- **Graduate Admissions/Recruitment:**
  - Serves as point of contact for all prospective graduate students and coordinates admissions and recruitment.
- **Budgets/Accounting/Fellowships/Travel:**
  - Coordinates nomination calls for graduate fellowships and MFA Moody Innovation Grant applications.

- **Processes student fellowship payments (SS1s) and student travel grants (VE5s and VP5s).**
- **Monitors use of graduate student filmmaking stipends.**
- **Graduate Student Advising/Registration:**
  - Oversees student registration process.
  - Schedules advising sessions between graduate students and Graduate Advisors.
  - Assists students with changing to credit/no credit, add/drops petitions, changing to dissertation hours after candidacy application is approved.
  - Submits individual instruction grade sheets.
- **Assessment and Reporting:**
  - Works with grad advisors to coordinate annual assessment and responds to data and report requests from Provost, Graduate School, Dean’s Office and external entities.
  - Communicates with current students regarding their academic progress.
- **Graduate Student Services:**
  - Assists students with candidacy applications, graduation paperwork, and other administrative requirements, including scheduling rooms for doctoral defenses.
  - Maintains online program of work.
  - Coordinates administration of comprehensive program and student annual reviews.
  - Assists students with tuition billing, housing, insurance, global travel, international student concerns, and other inquiries.
- **Event Planning/Orientations/Trainings:**
  - Plans, facilitates, and attends annual orientation meeting for new graduate students, TA trainings, professional development workshops, townhall meetings, end-of-semester events, and graduation receptions.
Marisela Campos
Office Manager

- **General Inquiries**
  - fields department phone, email, and walk-in traffic
- **Physical Space**:  
  - reserves rooms; assigns TA and lecturer offices; makes furniture and computer requests; liaises with Moody College facilities manager and IT team when issues arise; maintains office equipment; updates bulletin boards
- **Office Supplies/Mail**:  
  - maintains storerooms supplies, copier, incoming & outgoing mail (note: mail related to coursework, such as ordering films, goes through Lee Sparks)
- **Onboarding/Appointing**:  
  - appoints and onboards Visiting Scholars, Official Visitors, Contingent Workers, and Work-Study students (also supervises work-study students); completes background checks and I-9s for new employees
- **Events**:  
  - plans and supervises some department events (orders, catering, etc.)
- **Departmental records**:  
  - manages records per UT records retention policies

- **Student Support**:  
  - Production insurance: assists with insurance coverage for film shoots
  - Filming UT locations: assists with securing on-campus film locations
  - Student engagement and production resources: oversees the CAGE student engagement website and CAGE social media pages
  - Applicants/Visitors: orients & greets
  - Scholarships (dept/college): coordinates and processes

- **Faculty Support**:  
  - Keys: creates requests for key to office spaces/rooms
  - Letterhead/Business Cards: orders, provides
  - Faculty Contacts: updates and distributes faculty & staff directories/lists
  - Schedules/Calendars: updates and distributes departmental calendar to faculty; assists Chair with scheduling and reserving rooms for dept. meetings
  - Course/Instructor Info: collects CVs, syllabi, and office hours info
  - Reports/Reviews/Surveys: assists with tracking faculty annual reports and peer teaching reviews; organizes grade reporting, course instructor surveys, FaSET reporting, and final exam requests
  - Faculty Handbook: maintains
  - Faculty Recruitment Visits: arranges
  - General Support: provides

- **Insurance**:  
  - Oversees insurance policies, temporary insurance requests, certificates of insurance and potential claims for all film production students and film production projects.
Other Useful Contacts & Links

Tech Staff

Email: comm-production@austin.utexas.edu

RTF Faculty Handbook (wiki)

RTF Faculty & Staff Canvas Page (for Covid-19 resources)

RTF Graduate Student Handbook (wiki)

RTF Production Handbook (wiki)