

# Department of Mathematics & Statistics

## Contact List for Common Inquiries

### Who Do I Ask...?

#### Office-Related Questions

**Minor Office Repair / Physical Plant issues (light bulb needs replacing, office too hot/cold, elevator not working, problem with rest rooms, etc.)**

Sarah Willor – [willor@math.umass.edu](mailto:willor@math.umass.edu) – 413-545-2762 – 1622

**Office Renovations (missing blinds, need to order a blackboard, furniture, office painting, etc.)**

Carla Mokrzecki – [mokrzecki@math.umass.edu](mailto:mokrzecki@math.umass.edu) – 413-545-6029 – 1626B

**Keys for Offices, Office supplies (pens, paper clips, notebooks, etc.), First-Aid kit, Lost & Found**

Sarah Willor – [willor@math.umass.edu](mailto:willor@math.umass.edu) – 413-545-2762 – 1622

**Telephone (dialing long distance, office phone not working, etc.):**

Naitian Wang – [nwang@math.umass.edu](mailto:nwang@math.umass.edu) – 413-545-0095 – 1628

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#### Business Office Questions

**Purchasing, Payment of Invoices, and Processing Deposits**

Carla Mokrzecki – [mokrzecki@math.umass.edu](mailto:mokrzecki@math.umass.edu) – 413-545-6029 – 1626B

**Grants**

Naitian Wang – [nwang@math.umass.edu](mailto:nwang@math.umass.edu) – 413-545-0095 – 1628

**Student Timecards**

Carla Mokrzecki – [mokrzecki@math.umass.edu](mailto:mokrzecki@math.umass.edu) – 413-545-6029 – 1626B

**Payroll, Grad Student Payroll, Grad Student Benefits**

Naitian Wang – [nwang@math.umass.edu](mailto:nwang@math.umass.edu) – 413-545-0095 – 1628

**HR, Personnel-related**

Liming Liu – [limingliu@math.umass.edu](mailto:limingliu@math.umass.edu) – 413-545-0510 – 1623E

**Travel Reimbursement**

Kam Kit Wong – [kamwong@math.umass.edu](mailto:kamwong@math.umass.edu) – 413-545-6028 – 1626A

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**Academic-Related Questions****Duplicating**

Lisa Bergman – [lbergman@umass.edu](mailto:lbergman@umass.edu) – 413-545-2663 – 122E

**Reserving classrooms for midterms and review sessions, Textbooks, Evaluations**

Sarah Willor – [willor@math.umass.edu](mailto:willor@math.umass.edu) – 413-545-2762 – 1622

**Teaching assignments, classroom assignments for regularly scheduled courses**

Ilona Trousdale – [trousdale@math.umass.edu](mailto:trousdale@math.umass.edu) – 413-545-0823 – 1624

**Adding Undergraduate TAs and Graders to courses**

Sarah Willor – [willor@math.umass.edu](mailto:willor@math.umass.edu) – 413-545-2762 – 1622

**Graduate TAs and Graders for courses**

Ilona Trousdale – [trousdale@math.umass.edu](mailto:trousdale@math.umass.edu) – 413-545-0823 – 1624

**Request Proctor Help for Exams**

Ilona Trousdale – [trousdale@math.umass.edu](mailto:trousdale@math.umass.edu) – 413-545-0823 – 1624

## **Undergraduate and Graduate Advising-related**

Jake Lagerstrom – [lagerstrom@math.umass.edu](mailto:lagerstrom@math.umass.edu) – 413-545-2282 – 1521E

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## **Event-Related Questions**

### **Parking Passes for Visitors**

Reserving 1634, 1530, 1528, Visitor's office

Sign up sheets and Restaurant reservations for Job Candidates and Distinguished Lecturer visits

Liming Liu – [limingliu@math.umass.edu](mailto:limingliu@math.umass.edu) – 413-545-0510 – 1623E

### **Ordering food for an Event**

Cathy Russell – [russell@math.umass.edu](mailto:russell@math.umass.edu) – 413-545-2793 – 1623B

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## **Computer-Related Questions**

### **Department Website, Technology/Computer-related**

RCF – [support@math.umass.edu](mailto:support@math.umass.edu)

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## **Other**

### **Schedule appointment with Dept Head, Personnel – Related (Tenure, HR, Sabbatical, Searches, etc.)**

Liming Liu – [limingliu@math.umass.edu](mailto:limingliu@math.umass.edu) – 413-545-0510 – 1623E

### **UPS/Fed Ex and other box deliveries**

Carla Mokrzecki – [mokrzecki@math.umass.edu](mailto:mokrzecki@math.umass.edu) – 413-545-6029 – 1626B