Contact List for Common Inquiries

Who Do I Ask…?

Office-Related Questions

Office Repair/furniture, Physical Plant work orders (missing blind, order a blackboard, leaky pipe, etc)
Carla Mokrzechki – mokrzechki@math.umass.edu – 413-545-6029 – 1626B

Keys for Offices, Office supplies (pens, paper clips, notebooks, etc.), First-Aid kit
Sarah Willor – willor@math.umass.edu – 413-545-2762 – 1622

Telephone (dialing long distance, office phone not working, etc):
Chris Curtis – curtis@math.umass.edu – 413-545-0095 – 1628

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Business Office Questions

Item Reimbursement and Student Timecards
Carla Mokrzechki – mokrzechki@math.umass.edu – 413-545-6029 – 1626B

Grants
Chris Curtis – curtis@math.umass.edu – 413-545-0095 – 1628

Payroll, Grad Student Payroll, Grad Student Benefits
Chris Curtis – curtis@math.umass.edu – 413-545-0095 – 1628

HR, Personnel-related
Christine Mirabal – christine@math.umass.edu – 413-545-0510 – 1623E
Travel Reimbursement
Kam Kit Wong – kamwong@math.umass.edu – 413-545-6028 – 1626A

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Academic-Related Questions

Teaching Assignments
Ilona Trousdale – trousdale@math.umass.edu – 413-545-0823 – 1624

Reserving classrooms, Textbooks, Evaluations
Sarah Willor – willor@math.umass.edu – 413-545-2762 – 1622

Undergraduate and Graduate Advising-related
Jake Lagerstrom – lagerstrom@math.umass.edu – 413-545-2282 – 1521E

Duplications
Lisa Bergman – lbergman@umass.edu – 413-545-2663 - 1632

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Event-Related Questions

Parking Passes for visitors and Reserving 1634, 1530, 1528, Visitor’s office
Christine Mirabal – christine@math.umass.edu – 413-545-0510 – 1623E

Ordering food for an event, Dept Tea
Carla Mokrzecki – mokrzecki@math.umass.edu – 413-545-6029 – 1626B
**Computer-Related Questions**

Math Website, Technology/Computer-related
RCF – support@math.umass.edu

**Other**

Schedule appointment with Dept Head, Personnel – Related (Tenure, HR, Sabbatical, Searches, etc.)
Christine Mirabal – christine@math.umass.edu – 413-545-0510 – 1623E

UPS/Fed Ex and other box deliveries
Carla Mokrzecki – mokrzecki@math.umass.edu – 413-545-6029 – 1626B