

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@umass.edu – 413-545-2762 – LGRT 1677

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

Carla Mokrzecki – carlam@umass.edu – 413-545-6029 – LGRT 1671

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

Sarah Willor – willor@umass.edu – 413-545-2762 – LGRT 1677

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

Naitian Wang – naitianwang@umass.edu – 413-545-0095 – LGRT 1669

Business Office Questions

Purchasing, Payment of Invoices, Bank Cards, and Processing Deposits

Carla Mokrzecki – carlam@umass.edu – 413-545-6029 – LGRT 1671

Grants

Naitian Wang – naitianwang@umass.edu – 413-545-0095 – LGRT 1669

Student Timecards

Carla Mokrzecki – carlam@umass.edu – 413-545-6029 – LGRT 1671

Payroll, Grad Student Payroll, Grad Student Benefits

Naitian Wang – naitianwang@umass.edu – 413-545-0095 – LGRT 1669

Faculty HR, Personnel-related

David Rodriguez – davidrodrigu@umass.edu – 413-545-0510 – LGRT 1657

Employment Verification

Faculty – David Rodriguez – davidrodrigu@umass.edu – 413-545-0510 – LGRT 1657

Graduate Students – Kaitlyn O’Konis – kokonis@umass.edu – 413-545-2858 – LGRT 1625C

Undergraduates – Ilona Trousdale trousdal@umass.edu – 413-545-0823 – LGRT 1624

Travel Reimbursement

Kam Kit Wong – kamkit@umass.edu – 413-545-6028 – LGRT 1673

Academic-Related Questions

Duplicating

Sarah Willor – willor@umass.edu – 413-545-2762 – LGRT 1677

Reserving classrooms for midterms and review sessions, Textbooks, Evaluations

Sarah Willor – willor@umass.edu – 413-545-2762 – LGRT 1677

Teaching assignments, classroom assignments for regularly scheduled courses

Eric Knyt – ericknyt@umass.edu – LGRT 1622

Adding Undergraduate TAs and Graders to courses in Spire

Sarah Willor – willor@umass.edu – 413-545-2762 – LGRT 1677

Graduate TAs and Graders for courses

Eric Knyt – ericknyt@umass.edu – LGRT 1622

Request Proctor Help for Exams

Ilna Trousdale – trousdal@umass.edu – 413-545-0823 – LGRT 1624

Undergraduate Advising-related

Jacob Lagerstrom – jlagerstrom@umass.edu – 413-545-2282 – LGRT 1625D

Kaitlyn O’Konis – kokonis@umass.edu – 413-545-2858 – LGRT 1625C

Graduate Advising-related

Kaitlyn O’Konis – kokonis@umass.edu – 413-545-2858 – LGRT 1625C

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

David Rodriguez – davidrodrigu@umass.edu – 413-545-0510 – LGRT 1657

Ordering food for an Event

Cathy Russell – catherir@umass.edu – 413-545-2793 – LGRT 1653

Computer-Related Questions

Department Website, Technology/Computer-related

Research Computing Facility (RCF) – rcfsupport@groups.umass.edu

Other

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

David Rodriguez – davidrodrigu@umass.edu – 413-545-0510 – LGRT 1657

UPS/Fed Ex and other box deliveries

Carla Mokrzecki – carlam@umass.edu – 413-545-6029 – LGRT 1671