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
Ilona 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