

HUMAN RESOURCES AND ADMINSTRATIVE SERVICES

Administrative Staff Assignments

AREA OF RESPONSIBILITY	CONTACT PERSON
Administrative Support to Faculty List	http://cims.nyu.edu/admin/hr/support_list.html
Courant Café	Elizabeth Rodríguez erod@cims.nyu.edu
60 5 th Ave Building Facilities Services	Leslie Cerve cerve@cs.nyu.edu Hong Tam hongtam@cs.nyu.edu
Human Resources/Benefits/Employee Relations, Recruitment and all other HR related matters	Martha Torres mtorres@cims.nyu.edu Karen Micallef micallef@cims.nyu.edu
Housing ▪Long Term Housing ▪Short Term Housing	Elizabeth Rodriguez erod@cims.nyu.edu Ross Edwards redwards@cims.nyu.edu Daisy Mojar mojar@courant.nyu.edu (alternate)
Payroll Office ▪All Matters ▪Matters dealing with Adjuncts; Graduate Students and Graders/Tutors ▪Work Study and Student Workers; Paycheck Distribution	Karen Micallef micallef@cims.nyu.edu Stephanie Lo lo@cims.nyu.edu Olvy Nunez onunez@cims.nyu.edu Stephanie Lo lo@cims.nyu.edu
Special Events	Elizabeth Rodríguez erod@cims.nyu.edu Anina Karmen anina@courant.nyu.edu Note: Send all initial requests to Martha Torres for assignment to event planners.
Visa Matters	Martha Torres mtorres@cims.nyu.edu Karen Micallef micallef@cims.nyu.edu
Visitors to Courant	Ross Edwards redwards@cims.nyu.edu
Weekly Event Bulletin	Jackie Mileski jdm11@cims.nyu.edu Sylvia Mejia mejia@cims.nyu.edu (altérnate)