

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 Rodriguez 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	Shabana Master shabana.master@nyu.edu Stephanie Auyeung auyeung@cims.nyu.edu
Housing <ul style="list-style-type: none"> • Long Term Housing • Short Term Housing 	Elizabeth Rodriguez erod@cims.nyu.edu Hilary Sachar sachar@cims.nyu.edu
Payroll Office <ul style="list-style-type: none"> • All Matters • Matters dealing with Adjuncts; Graduate Students, Graders/Tutors, Work Study and Student Workers; Paycheck Distribution 	Olvy Nunez onunez@cims.nyu.edu Ousman Cham oc642@cims.nyu.edu
Special Events	Elizabeth Rodríguez erod@cims.nyu.edu
Visa Matters <ul style="list-style-type: none"> • Employees • Visitors 	Lena Jane Carey lenajaneccarey@cims.nyu.edu Stephanie Auyeung auyeung@cims.nyu.edu
Visitors to Courant	Hilary Sachar sachar@cims.nyu.edu Elizabeth Rodriguez erod@cims.nyu.edu
Weekly Event Bulletin	Jackie Mileski jdm11@cims.nyu.edu Sylvia Mejia mejia@cims.nyu.edu (alternate)