

## HUMAN RESOURCES AND ADMINSTRATIVE SERVICES

### Administrative Staff Assignments

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