

HUMAN RESOURCES AND ADMINISTRATIVE SERVICES

Administrative Staff Assignments

AREA OF RESPONSIBILITY	CONTACT PERSON
Administrative Support to Faculty List	http://cims.nyu.edu/admin/hr/support_list.html
60 5 th Ave Building Administrative Support	Hong Tam hongtam@cs.nyu.edu
Human Resources/Benefits/Employee Relations, Recruitment and all other HR related matters	Shabana Master hr@cims.nyu.edu Grace Peñaranda hr@cims.nyu.edu
Housing <ul style="list-style-type: none">• Long Term Housing• Short Term Housing	Elizabeth Rodriguez erod@cims.nyu.edu Kayla Cruz kc5353@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 Shawn Persaud sp7337@nyu.edu
Special Events	Elizabeth Rodriguez erod@cims.nyu.edu
Visa Matters <ul style="list-style-type: none">• Employees• Visitors	Grace Peñaranda gsp9991@nyu.edu
Visitors to Courant	Kayla Cruz kc5353@cims.nyu.edu
Weekly Event Bulletin	Jackie Mileski jdm11@cims.nyu.edu Sylvia Mejia mejia@cims.nyu.edu (alternate)