

# HERE, OR THERE?

Check if you need to be here, or if you can complete your task remotely

*If...*



*Then...*

Faculty, Staff, Postdocs, and Grad Students

**Patti Strauch**, *Manager Department Administration*



**pstrauch@nd.edu | 574-631-4177**



- ...you have a question about budget and accounting → ...contact Patti
- ...you have a question about building maintenance or security → ...contact Patti
- ...you need to schedule a seminar room (258 hurley) → ...contact Patti
- ...you need help with travelND reimbursement for faculty and visitors → ...contact Patti
- ...you need help with office assignments, keys, request for access, phones, and repairs → ...contact Patti

Faculty

**Lisa Driver**, *Senior Events Coordinator*



**L.Driver@nd.edu | 574-631-4178**



- ...you need help with international and domestic conferences and workshops → ...contact Lisa
- ...you have a question about the Math 4 Everyone series, or the Center for Mathematics at Notre Dame → ...contact Lisa
- ...you have a question about College of Science international and domestic conferences and workshop → ...contact Lisa

Faculty, Postdocs, and Staff

**Judy Hygema**, *Administrative Assistant*



**jhygema@nd.edu | 574-631-7484**



- ...you have questions about website management → ...contact Judy
- ...you have questions about campus undergraduate employment → ...contact Judy
- ...you need help with technology, CWP, Amazon purchases, and research book ordering → ...contact Judy
- ...you need help with colloquia and seminar announcements → ...contact Judy
- ...you need help with scheduling an appointment for a Notary Public → ...contact Judy

Undergraduate Students

**Robin Lockhart**, *Administrative Assistant*



**rlockhar@nd.edu | 574-631-1323**



- ...you have any questions about undergraduate communications, course list, exam schedule, bulletin of information → ...contact Robin
- ...you need help with grade changes, e-forms, overrides, and class registration → ...contact Robin
- ...you have questions about academic advisors list, or advising handbook → ...contact Robin
- ...you need help with room reservations and scheduling → ...contact Robin
- ...you need help with textbooks and desk copies → ...contact Robin

Graduate Students

**Rachel Mendez**, *Administrative Assistant*



**Rachel.Mendez@nd.edu | 574-631-7245**



- ...you have any questions about grad student recruitment, admissions, stipends, and events → ...contact Rachel
- ...you have questions about graduate communications and overrides → ...contact Rachel
- you need help with graduate oral candidacy and defense scheduling → ...contact Rachel
- ...you need help with USPS/FedEx/UPS Handling, and office supplies ordering → ...contact Rachel
- ...you have questions about Staff Advisory Council (SAC) → ...contact Rachel



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