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 travel/ND 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 colloquium 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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