English Department Administrative Staff

Baker Hall 259 (412) 268-2850
Mon - Fri: 8:00 am - 5:00 pm

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyona Bivins</td>
<td>Administrative Coordinator</td>
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<td><a href="mailto:eyonab@andrew.cmu.edu">eyonab@andrew.cmu.edu</a></td>
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<td>Undergraduate Academic Coordinator</td>
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<tr>
<td>Arianna Garofalo</td>
<td>Coordinator, First-Year Writing Program</td>
<td>8-9490</td>
<td><a href="mailto:ariannag@andrew.cmu.edu">ariannag@andrew.cmu.edu</a></td>
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<tr>
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<td>Media Coordinator</td>
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<tr>
<td>Jen Loughran</td>
<td>Assistant Director of Graduate Programs</td>
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<td><a href="mailto:jackson1@andrew.cmu.edu">jackson1@andrew.cmu.edu</a></td>
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<tr>
<td>Vickie McKay</td>
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<td><a href="mailto:vm29@andrew.cmu.edu">vm29@andrew.cmu.edu</a></td>
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<tr>
<td>Susan Kinchelow</td>
<td>Associate Dean for Business and Finance</td>
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<td><a href="mailto:sk1q@andrew.cmu.edu">sk1q@andrew.cmu.edu</a></td>
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<tr>
<td>Dietrich Computing</td>
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<td>Dietrich Computing</td>
<td>8-5136</td>
<td><a href="mailto:hsshelp@andrew.cmu.edu">hsshelp@andrew.cmu.edu</a></td>
</tr>
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Who to See for What:

Primary contact is listed first, with routine backup in parentheses--but any one of us will gladly take your request.

**General Office:**
- Event Calendar (web): Daniel
- Event Planning: Vickie
- Mail & Express Shipment: Vickie (Eyona)
- Office Supplies: Vickie (Eyona)
- Photocopying & Printing: Eyona (Vickie)
- Room Reservations: Vickie
- Trouble Shooting Office Equipment: Eyona (Vickie)

**Academics:**
- Book Orders and Desk Copies 76-100 & 101: Arianna
- Book Orders and Desk Copies - Undergrad & Grad: Laura
- Class Cancellation due to illness or weather: Vickie (Eyona)
- Classroom Equipment: Vickie
- Classroom Issues: Laura (Jen)
- Commencement (Undergraduate): Laura
- Commencement (Graduate): Jen
- Course Descriptions 76-100 & 101: Arianna
- Course Descriptions - Undergrad & Grad: Laura
- Enrollment & Registration (Undergraduate): Laura
- Enrollment & Registration (Graduate): Jen
- First-Year Writing Queries (76-100 & 76-101): Arianna
- Tuition/Scholarships: Andreea Ritivoi
- **Call 412 268-2850**

**Computing:**
- Computer Procurement & Repairs: Eyona, Andreea, and Dietrich Computing
- Printer Troubleshooting & Toner Replacement: service-english@lists.andrew.cmu.edu
- Software Orders and Installations: Eyona and Dietrich Computing

**Facilities:**
- Heating/Cooling Problems: Vickie
- Housekeeping: Vickie
- Locked Out - English Space: Eyona (Vickie)
- Locked Out - Enrollment Classroom: Security 8-2323
- Keys: Eyona (Vickie)
- Telephone/Voicemail: Vickie (Eyona)
- Furniture: Vickie (Eyona)

**Financial:**
- Account Balances (Faculty Travel & Research): Vickie (Susan Kinchelow)
- Payroll - Monthly Salaries: Anna Houck
- Policy Questions: Andreea Ritivoi
- Purchase Approvals: Vickie/Ritivoi
- Travel & Business Expense Reimbursements:
  - Faculty & Visitors: Vickie
  - Graduate Students: Eyona
- Special Service Payments: Vickie
- Authorized Travel Agency Ticket Requests (airfare): Vickie
- Visitor Travel--Airfare & Local Hotels: Vickie

10/13/17