

# OFFICE OF FINANCE & ADMINISTRATION STAFF AND RESOURCE DIRECTORY – Fall 2017

<b>FACILITIES MANAGEMENT: <i>Building Maintenance and Repair, Building Systems and Operations, Heating, Ventilation and Air Conditioning</i></b>			
	Ext.	For urgent situations:	
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<b>Facilities Help Desk</b>	212-237-8541		
<b>INFORMATION TECHNOLOGY (DoIT): <i>Email, PC Support, Help Desk, Instructional Technology Services, Telecommunications, Mainframe Support, Network Management, Student Tech Fee Projects, and Distance Learning Facilities</i></b>			
	Ext.	For urgent situations:	
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Sherry Gibson, Administrative Manager/Exec. Assistant to CIO	212-237-8643	646-342-2166	<a href="mailto:sgibson@jjay.cuny.edu">sgibson@jjay.cuny.edu</a>
<b>Help Desk:</b> Provides technical support via phone and office visits for Email, Network, Internet, Microsoft XP & 2000, other Microsoft products and technical equipment	212-237-8200		
<b>FINANCE &amp; BUSINESS SERVICES:</b> <i>Budget, Accounts Payable, Purchasing, Printshop, Mailroom, Stockroom, Bursar, Tuition and Fees/Revenue Office, Property Management and Travel</i>			
	<b>Ext.</b>	<b>For urgent situations:</b>	
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<b>PUBLIC SAFETY:</b> <i>Security Cameras, Access Control/Turnstiles, Keys &amp; Locks, Emergency Policies &amp; Information, Crime Statistics, ID Cards, Fire Safety, Lost &amp; Found</i>			
	<b>Ext.</b>	<b>For urgent situations:</b>	
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<b>For Emergencies:</b>	212-237-8888		
<b>HUMAN RESOURCES:</b> <i>Payroll, Personnel, Employee Benefit and Wellness, Employment Processing, Time and Leave, Training</i>			
	<b>Ext</b>	<b>For urgent</b>	

		<b>situations:</b>	
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<b>THEATER &amp; EVENT SUPPORT SERVICES: Events and Performances, Space Reservations, Film &amp; TV Location Shoots, Audio-Visual Services Event Support Team</b>			
	<b>Ext</b>	<b>For urgent situations:</b>	
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Nardia Drummond, Administrative Coordinator			
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Theater Production Office	212-237-8157		
Theater Box Office and Administration	212-237-8220		