

THE MAIN OFFICE (241 SH)

- a) The main office is open from 8:30 a.m.- 4:30 p.m. If you need us after hours, please use this email: stat-staff@list.uiowa.edu
We are closed on the weekends and on university holidays.
- b) Our administrative office staff includes Heather Roth, Margie Ebert, Lauren Drake and Tammy Siegel. Their primary duties include:
 - i) Margie: Assistant for Graduate Studies, Actuarial Science Coordinator and Department Webmaster.
 - ii) Heather: Reception, Room Reservations, and Supplies, Inventory, Colloquium, and mail.
 - iii) Tammy: Department Administration, Accounting, Employment, Immigration, and Course Schedules.
- c) All graduate students, faculty and staff have mailboxes in 241 SH. Personal mail should be sent to your home address, however if you need something to be sent to you and you worry about it being safely delivered to your home or apartment (i.e. a new computer, medication, etc.) just let Heather know to expect it.
- d) To protect the security of student records and exams, and other sensitive materials, students are not permitted past Heather's desk.
- e) Manila folders, index cards, and grade books are available, just ask Heather for these.
- f) Often mail or books from the library that you have checked out, will come in a campus mail envelope. They are designed to be reused. If you need a campus mail envelope they are in the cupboard above the paper cutter. You can put envelopes you do not need back in the cupboard.
- g) Outgoing mailbox can be found on Heather's desk. You can place stamped envelopes and campus mail in this outbox.
- h) We do not have a break room in Schaeffer Hall.
- i) Remember to check your University of Iowa e-mail **FREQUENTLY**. We often send you valuable information on activities and last-minute special announcements.
- j) Graduate Assistants (TA's, RA's, and Graders) will have limited supplies, just ask Heather what is available.
- k) Graduate Assistants may reserve classrooms for study session. Do NOT use your office unless your office mates have no objection. Zoom your office hours! It takes a day or so to reserve a room. Email your classroom request to stat-staff@list.uiowa.edu Our library, 241-B SH, is often available too, so check with Heather or Margie if you need to use this room, at the last minute.
- l) Students are not permitted to use the copier, however if you need copies made for class materials, Heather or Margie can make copies for you. We appreciate at least 24-hour notice. Send your request to stat-staff@list.uiowa.edu . State how many you need and if they need to be collated and stapled. If printed on one side or two side, or if they must be in color.