



# Amherst College

## Office of Human Resources

### Campus Resources and Services Guide

- ◆ **Admission (Wilson Admission Center)**
  - › Campus tours (<https://www.amherst.edu/mm/68614>)
- ◆ **Amherst College Police (Service Buildings)**
  - › **Emergency - call 413-542-2111 for Police, Fire, or Ambulance**
  - › Business line - call 413-542-2291
  - › Parking sticker, parking passes for visitors and guests, parking tickets (413-542-2291)
- ◆ **Athletics (Alumni Gym)**
  - › Specialized classes, fitness center, pool, wellness classes and more
  - › Access to college sporting events
  - › <https://www.amherst.edu/athletics/department/physed>
- ◆ **Campus Print and Mail (College Hall)**
  - › Copying, printing, supplies and much more for college and personal use
  - › On and Off campus mailings including UPS
  - › Office Number: 413-542-2528, email: [printandmail@amherst.edu](mailto:printandmail@amherst.edu), website: <https://www.amherst.edu/mm/49083>
- ◆ **Center for Community Engagement (Keefe Campus Center)**
  - › Main Office Number: 413-542-5140, website: <https://www.amherst.edu/academiclife/cce>
- ◆ **Communications (79 South Pleasant Street, 2nd & 3rd floor)**
  - › Main Office Number: 413-542-2322; email: [comm@amherst.edu](mailto:comm@amherst.edu); website: <https://www.amherst.edu/mm/44925>
  - › Listing events and announcements on the College Event Calendar and Message Center
  - › Assistance with event planning, web and graphic design, social media, photography, visual identity toolkit
- ◆ **Dining Services (Valentine Hall)**
  - › Main Office Number: 413-542-2221, website: <https://www.amherst.edu/mm/49028>
  - › College ID Cards
  - › Reduced meal price for employee & family, half-price for children 12 and under: Breakfast \$3, lunch \$4, dinner \$5
- ◆ **Diversity and Inclusion (Converse Hall)**
  - › Main Office Number: 413-542-5822, Website: <https://www.amherst.edu/mm/532499>
- ◆ **Employee Council**
  - › Email: [employeecouncil@amherst.edu](mailto:employeecouncil@amherst.edu), website: <https://www.amherst.edu/mm/202606>
- ◆ **Facilities Department (Service Buildings)**
  - › Service Desk 413-542-2254 or <https://www.amherst.edu/mm/42845> - problems with heat, cooling, etc.
  - › Workplace Safety Issues - Environmental Health & Safety: <https://www.amherst.edu/mm/46953>
- ◆ **Frost Library**
  - › Website: <https://www.amherst.edu/mm/10519>
  - › Access to books, videos and more from the Five College library system
  - › Staff and faculty may request items to be added to the collection or ask for them to be borrowed from another library
  - › **HR Café Collection @ the Frost Library** – educational / professional development books & videos

◆ **Human Resources (79 South Pleasant Street, Suite 200)**

- › Main Office Number 413-542-2372, email: [hr@amherst.edu](mailto:hr@amherst.edu), website: <https://www.amherst.edu/mm/41895>
- › Interim Director of Human Resources – Chris Casey 413-542-2670
- › Benefits – Philip Chapman Bell 413-542-5403
- › Casuals, Worker’s Comp, Immigration – Scott Kinney 413-542-5719
- › Engagement and Communication – Kate Wesolowski 413-542-5407
- › General inquiries – Ed Maldonado 413-542-2372
- › Human Resources Information Systems – Heap Sin 413-542-2668
- › Organizational Development – Fredricka Joyner 413-542-5535
- › Recruitment / Searches, Employee Relations – Amy Rondeau 413-542-5402
- › Learning & Development – Ana Devlin Gauthier 413-542-2521
- › New Directions (EAP) – (1-800-624-5544 / <https://eap.ndbh.com/>, company code: Amherst College )
- › Employee Handbooks: <https://www.amherst.edu/mm/42310>

◆ **Information Technology (Seeley Mudd Building)**

- › IT Support 413-542-2526 or [AskIT@amherst.edu](mailto:AskIT@amherst.edu)
- › More information: <https://www.amherst.edu/mm/388880>

◆ **Museums**

- › Information about museums and special collections on our campus: <https://www.amherst.edu/mm/537874>

◆ **Music Department**

- › Practice rooms available upon request
- › On campus concerts and music events: <https://www.amherst.edu/mm/18270>

◆ **Ombudsperson (Valentine Hall)**

- › Larry Hunt 413-542-5156, email: [lhunt@amherst.edu](mailto:lhunt@amherst.edu), website: <https://www.amherst.edu/mm/44037>
- › <https://www.amherst.edu/offices/ombuds>

◆ **Religious Life (Cadigan Center)**

- › Director – Harrison Blum 413-542-8149, website: <https://www.amherst.edu/mm/64894>

◆ **Rental Properties**

- › Rental Housing Office 413-542-8508, website: <https://www.amherst.edu/mm/51617>

◆ **Weather Information**

- › **Snow Line** 413-542-SNOW [7669] or 1-888-289-1049 - closings and cancellations

◆ **Woodside Children’s Center**

- › On campus child care 413-253-2604, website: <https://www.woodsidechildrenscenter.org/>

◆ **Zip Cars**

- › <http://www.zipcar.com/amherst/>