Office of Human Resources Amherst College

- **Admission (Wilson Admission Center)**
  - Campus tours ([https://www.amherst.edu/admission/visit/tours_infosessions](https://www.amherst.edu/admission/visit/tours_infosessions))

- **Amherst College Police (Service Buildings)**
  - For an Emergency, call extension 2111 for Police, Fire, or Ambulance
  - For routine business, call extension 2291
  - Parking sticker, parking passes for visitors and guests, parking tickets (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/phyled](https://www.amherst.edu/athletics/department/phyled)

- **Center for Community Engagement (Keefe Campus Center)**
  - Main Office Number (542-5140)
  - Website: [https://www.amherst.edu/academiclife/cce](https://www.amherst.edu/academiclife/cce)

- **Dining Services (Valentine Hall)**
  - Main Office Number (542-2221)
  - College ID Cards
  - Reduced prices for meals (breakfast = $2, lunch = $3, dinner = $4; family members are included, children 12 and under = half-price)
  - Online menu - [https://www3.amherst.edu/intranet/valentine/week_menu.php](https://www3.amherst.edu/intranet/valentine/week_menu.php)
  - Hours of operation - [https://www.amherst.edu/campuslife/dining](https://www.amherst.edu/campuslife/dining)
  - Traffic report for meals in Valentine - [https://www.amherst.edu/mm/54596](https://www.amherst.edu/mm/54596)
  - Lewis/Sebring Commons - [https://www.amherst.edu/campuslife/dining/lewis_sebring_commons](https://www.amherst.edu/campuslife/dining/lewis_sebring_commons)
  - Grab’n’Go (Keefe Campus Center) - [https://www.amherst.edu/campuslife/dining/grabngo/Menus](https://www.amherst.edu/campuslife/dining/grabngo/Menus)
  - Frost Café (Frost Library) Hours of operation - [https://www.amherst.edu/campuslife/dining](https://www.amherst.edu/campuslife/dining)
  - Catering Services: Danielle Laferriere (542-2842)

- **Employee Council**
  - [https://www.amherst.edu/offices/committees/employee_council](https://www.amherst.edu/offices/committees/employee_council)

On Campus Resources – Employee Benefits and Services
Facilities Department (Service Buildings)
- **Service Desk** (542-2254/ [https://www.amherst.edu/mm/42845](https://www.amherst.edu/mm/42845) - problems with heat, cooling, etc.)
- **Room Set Up for campus events**: Cathy Imelio (542-2367)
- **Office and Building Keys**: Doug Fuller (542-2254)
- **Workplace Safety Issues**: Rick Mears (542-8189) [https://www.amherst.edu/mm/46953](https://www.amherst.edu/mm/46953)
- **Faculty Rental Housing** (542-8506) ([https://www.amherst.edu/offices/facilities/faculty_housing](https://www.amherst.edu/offices/facilities/faculty_housing))

Frost Library
- 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 – educational / professional development books & videos
- [https://www.amherst.edu/library](https://www.amherst.edu/library)

Information Technology (Seelye Mudd Building)
- **IT Computer Help Desk** (542-2526)
- Reduced prices on software for home and office computers
- **Phone Service**: Steve Judycki (542-5823) or Ryan Willey (542-8185)
- **AV equipment needs**: John Kunhardt (542-2149)
- [https://www.amherst.edu/offices/it/help/newfacstaff](https://www.amherst.edu/offices/it/help/newfacstaff)

Human Resources (79 South Pleasant Street, 2nd floor)
- [https://www.amherst.edu/offices/human_resources](https://www.amherst.edu/offices/human_resources)
- **Director** – Maria-Judith Rodriguez (542-2372)
- **Employee Relations Manager** – Sue Smoyer (542-2855)
- **Benefits** – Philip Chapman Bell (542-5403)
- **Employee Relations & Compensation** (542-2372)
- **Ergonomics, Worker’s Comp and Immigration**: Mica Eberbach (542-5402)
- **Human Resources Information Systems** – Heap Sin (542-2668)
- **Training & Organizational Development** – Stephen Butler (542-2521)
- **Training and education reimbursement** – Ernie LeBlanc (542-2372)
- Computer purchase loan program [https://www.amherst.edu/mm/343050](https://www.amherst.edu/mm/343050)
- **Benefits**: [https://www.amherst.edu/offices/human_resources/benefits](https://www.amherst.edu/offices/human_resources/benefits)
- **Employee Handbooks**: [https://www.amherst.edu/mm/42310](https://www.amherst.edu/mm/42310)

On Campus Resources – Employee Benefits and Services
Office of Human Resources Amherst College

- **Museums**
  - information about museums and special collections on our campus:
    [https://www.amherst.edu/museums/](https://www.amherst.edu/museums/)

- **Music Department**
  - practice rooms available upon request
  - on campus concerts and music events

- **Office of Administrative Services (OAS – College Hall)**
  - copying and printing
  - on campus mailings
  - Main number (542-2528)

- **Ombudsperson (Valentine Hall)**
  - Ombudsperson’s Office – Michael Stephens (542-5156)

- **Public Affairs (79 South Pleasant Street, 3rd floor)**
  - listings of campus events
  - notifying the campus of events your department is organizing and hosting
  - Room Reservations (non-academic): Paula Mieczkowski (542-8269)
  - Events Coordinator: Pat Allen (542-8094)

- **Religious Life (Cadigan Center)**
  - Director – Paul Sorrentino (542-8149)
  - [https://www.amherst.edu/campuslife/religiouslife](https://www.amherst.edu/campuslife/religiouslife)

- **Faculty Rental Housing**
  - Rental Housing Office (542-8506)
  - [https://www.amherst.edu/offices/facilities/faculty_housing](https://www.amherst.edu/offices/facilities/faculty_housing)
Weather Information
- **Snow Line** - closings and cancellations – 542-SNOW (7669) or 1-888-289-1049
  - [https://www.amherst.edu/offices/human_resources/weatheremergency/ewoc](https://www.amherst.edu/offices/human_resources/weatheremergency/ewoc)

Woodside Children’s Center
- on campus child care (413-253-2604)
  - [https://www.amherst.edu/mm/79938](https://www.amherst.edu/mm/79938)

Zip Cars