WHERE TO FIND WHAT YOU NEED
A Quick Guide for Employees
June 2022

UNC | SCHOOL OF GOVERNMENT

Academic Publications

email justice@sog.unc.edu

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Publishing services
Publication copy requests
Manuscript submissions
  email manuscripts@sog.unc.edu
Writing and legal style guides

Business and Finance

Submit a ticket or email
sog_bod_tickets@sog.unc.edu

Business cards
Office supplies
Purchasing
Travel assistance

Facilities

Submit a ticket or
email facilities@sog.unc.edu

Building access/keys
Housekeeping requests
Maintenance requests
Recycling
State vehicle reservations
Vending/coffee machine
  maintenance

Human Resources

Parking (employee)
  email vwilliams@sog.unc.edu

SOG Services employee benefits

University employee benefits
Discounts, employee assistance,
wellness

IT/Helpdesk

Submit a ticket or
email helpdesk@sog.unc.edu

Computers
Copiers/scanners
Email
Printers (desktop)
Remote computer access
Smartphone setup
WiFi

Library

email library@sog.unc.edu

Reference assistance
Research support
Borrowing and circulation
Legislative research materials
Teaching and learning support

Strategic Communications

email bradshaw@sog.unc.edu

Name tags (employees)
Newsletters
Photography and headshots
Web bio updates

Submit a ticket at
sog-helpdesk.sog.unc.edu

Quick Links

Shipping/mailing
Self-service in the Warehouse, individual
mailboxes in first floor hallway
  Bulk mailings: email mail@sog.unc.edu

Assessments request (login required)

A/V equipment
  email av@sog.unc.edu

Budget game request

Campus library locations

Course calendar

Information management project request
Design, IT, Publications

Fields of Expertise list

Intranet

Logos (login required)
SOG, entreprenurial initiatives, and associated entities
  Questions: email poore@sog.unc.edu

Powerpoint templates

Print requests
Course materials, handouts

Visitor and event parking pass request