

Psychology Administrative Offices

Chair's Office				
psych.chair@umich.edu • 734-764-7429 • 1004 EH				
Shah, Priti	Department Chair	1004 EH	764-7429	priti@umich.edu
Beehner, Jacinta	Associate Chair, Graduate Studies	4052 EH		jbeehner@umich.edu
Boland, Julie	Associate Chair, Undergraduate Studies	3030 EH	764-4488	jeboland@umich.edu
Cokley, Kevin	Associate Chair, Diversity Initiatives	3265 EH	764-0430	kcokley@umich.edu
Dunning, David	Associate Chair, Faculty Development	3239 EH	763-0063	ddunning@umich.edu
Barnett, Jennifer	Chief Administrator	1004 EH	615-0070	barnettj@umich.edu
• Oversight of departmental policies and procedures • Manage non-academic staff				
Millsbaugh, Jenn	Executive Assistant	1004 EH	764-7429	millspaj@umich.edu
• Chair calendar & support • Faculty recruiting • Chair conference rm reservations • Faculty annual report • Coordinate faculty mtgs, EC mtgs, Area Chair mtgs.				
Boehr, Lisa	Faculty Academic Affairs Specialist	1004 EH	647-3887	boehr@umich.edu
• Faculty 3rd year/tenure/promotion reviews • Lecturer reviews • Sabbatical/other leave requests • Dry/adjunct/research scientist appointments • Notary				

Administrative Team				
psych.admin@umich.edu • 734-647-4952 • 1004 EH				
• Faculty & graduate student reimbursements • Print Copy Mail requests • Departmental & area speakers/events/brown bags • Area Chair assistance (including budgets) • Recruitment Weekend • Supply ordering for teaching/administration • Copier maintenance • Website updates • Room reservations • Diversity recruitment				
Howe, Jaime	Administrative Supervisor	1004 EH	763-1078	
Wiley, Keith	Communications Coordinator	1004 EH	647-3924	Brain & Behavior, G&FP, P&SC
Benson, Laura	Administrative Assistant Intermediate	1004 EH	764-6332	Clinical, Developmental
Kohler, Roxanne	Administrative Assistant Intermediate	1004 EH	763-5984	CCN, Social
Gardner, Brea	Office Assistant	1004 EH	647-4952	

East Hall Building Operations				
eh.facilities@umich.edu • 734-615-9953 • 1004 EH				
Buck, Chris	East Hall Building Manager	1004 EH	615-9953	ctbuck@umich.edu
• Building upgrades & space needs • Manage building renovations & construction activities • Develop, distribute, and implement facility policy				
Wilson, Jeremy	Facilities Coordinator	1004 EH	647-7789	eh.facilities@umich.edu
• Key requests & building access • Event set-up • Furniture moves, removal & upgrades • Coordinate building repairs				

East Hall Human Resources				
easthall-hr@umich.edu • 734-647-3927 • 1004 EH				
Murray, Shannon	HR Generalist Associate	1004 EH	647-3927	easthall-hr@umich.edu
• Regular staff & temporary staff appointments • Research Fellow appointments • Visitors (e.g. Visiting Scholars) • Immigration • Timekeeping • Volunteers				

LSA Technology Services - East Hall				
LSATechnologyServices@umich.edu • 734-615-0100 • lsa.umich.edu/technology-services/				
• End-to-end computing support for research, teaching, and administrative needs - from hardware consultations, to ordering, setup, and troubleshooting • Please note -- all computer and related purchases (including software) must go through LSA TS				

Student Academic Affairs psych.saa@umich.edu • 734-764-2580 • 1343 EH				
Subject Pool Questions: subject.pool@umich.edu				
Graduate Program Questions: psych.phdprogram@umich.edu				
Wallace, Brian	Director of Student Academic Affairs	1343 EH	764-2580	bwallace@umich.edu
• Manage grad/undergrad programs • Grad student funding		• Curriculum planning & enrollment management • Issues related to student health & academic integrity		
Watson, Rachel	Undergraduate Program Manager	1343 EH	764-2580	
• Academic advising coordinator • Psychology commencement and other events		• Undergrad student groups		
Circle, Sheri	Subject Pool Coordinator	1343 EH	764-2580	scircle@umich.edu
• Introductory Psychology Subject Pool • Transportation		• Service learning courses • Web grading assistance		
Lass, Taylor	Academic Advisor and Program Coordinator	1343 EH	764-2580	
• Undergrad academic advisor		• Undergrad programming and event planning		
Borntrager, Luca	Curriculum Maintainer	1343 EH	764-2580	aborntra@umich.edu
• Course scheduling & course descriptions • Instructor evaluations		• Final exam scheduling		
Wolgast, Megan	Graduate Program Coordinator	1343 EH	764-2580	psych.phdprogram@umich.edu
• Grad student administrative support & funding		• GSI hiring		
Olona, Leanne	Academic Advisor & Thesis Coordinator	1343 EH	764-2580	lolona@umich.edu
• Undergrad academic advisor		• Departmental Honors program		
	Graduate Program Coordinator	1343 EH	764-2580	psych.phdprogram@umich.edu
• Grad student administrative support & funding		• Student awards		
Freeland, Max	Student Admin Assistant Associate	1343 EH	764-2580	maxscf@umich.edu
• Academic support regarding programs, courses, majors • Department website		• Community outreach		

Psychology Business Office Psych-BusinessOffice@umich.edu • 734-647-8104				
• Pre & post award grant management • Financial transaction processing		• Financial activity analysis & compliance		
Denny, Missy	Business Office Manager	647-8104	Missy-Psych-BusinessOffice@umich.edu	
Blackmore, Stephanie	Research Administrator Lead	647-4316	Stephanie-Psych-BusinessOffice@umich.edu	
Feldt, Julie	Research Administrator Senior	647-5388	Julie-Psych-BusinessOffice@umich.edu	
MacCourt, Anna	Research Administrator Senior	615-0226	Anna-Psych-BusinessOffice@umich.edu	
Joffe, Kim	Research Administrator Intermediate	615-4344	Kim-Psych-BusinessOffice@umich.edu	
Kemeter, Brian	Research Administrator Intermediate	763-9751	Brian-Psych-BusinessOffice@umich.edu	
VanSickle, Paige	Research Administrator Intermediate	936-6199	Paige-Psych-BusinessOffice@umich.edu	
Speigle, Anne	Research Administrator Intermediate	647-0306	Anne-Psych-BusinessOffice@umich.edu	
Fanous, Rana	Research Administrator Associate	647-1471	Rana-Psych-BusinessOffice@umich.edu	
Price, Lisa	Financial Specialist Intermediate	647-4174	Lisa-Psych-BusinessOffice@umich.edu	
Raymond, Lisa	Accounting Specialist	647-4187	LisaR-Psych-BusinessOffice@umich.edu	
Forsyth, Amber	Psychology Business Analyst Lead	764-8099	amberf@umich.edu	

Purchasing lsa-procurement-staff@umich.edu • 734-647-3937				
King, Mary Ann	Purchasing Clerk Senior	763-2048	making@umich.edu	
Sejfulla, Emily	Purchasing Clerk Senior	647-3937	esejfull@umich.edu	
Dallal, Amira	Purchasing Clerk Intermediate	764-4063	amirad@umich.edu	
Overholt, Diane	Financial Specialist Senior	764-4005	doverhol@umich.edu	

Animal Care (ULAM) Level 5 Hallway • 734-764-6963 • B262 EH				
Clifton, Kathryn	Animal Care Supervisor	B262 EH	764-6963	spinkke@umich.edu
Elledge, Tina	Animal Attendant	B262 EH	764-6963	telledge@umich.edu
Sheid, Steve	Animal Attendant	B262 EH	764-6963	ssheid@umich.edu
Kaska, Cari	Animal Technician	B262 EH	764-6963	cardan@umich.edu
Pavuk, Chelsea	Animal Technician	B262 EH	764-6963	pavukcl@umich.edu
Baker, Hannah (Ham)	Animal Technician	B262 EH	764-6963	bakerhan@umich.edu

Quick References
Psychology Mailing Address: 530 Church Street, Ann Arbor, MI 48109-1043
Mail Room: 1004I EH
Receiving Office: 1004 EH; 734-647-4952; M-F 8am-4:30pm
Department Notary: Lisa Boehr (1004 EH)