

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
	<ul style="list-style-type: none"> • Oversight of departmental policies and procedures 			<ul style="list-style-type: none"> • Manage non-academic staff
Millspaugh, Jenn	Executive Assistant	1004 EH	764-7429	millspaj@umich.edu
	<ul style="list-style-type: none"> • Chair calendar & support • Faculty recruiting • Chair conference rm reservations 			<ul style="list-style-type: none"> • Faculty annual report • Coordinate faculty mtgs, EC mtgs, Area Chair mtgs.
Boehr, Lisa	Faculty Academic Affairs Specialist	1004 EH	647-3887	boehr@umich.edu
	<ul style="list-style-type: none"> • Faculty 3rd year/tenure/promotion reviews • Sabbatical/other leave requests • Notary 			<ul style="list-style-type: none"> • Lecturer reviews • Dry/adjunct/research scientist appointments

Administrative Team				
psych.admin@umich.edu • 734-647-4952 • 1004 EH				
	<ul style="list-style-type: none"> • Faculty & graduate student reimbursements • Print Copy Mail requests • Departmental & area speakers/events/brown bags • Area Chair assistance (including budgets) • Recruitment Weekend 			<ul style="list-style-type: none"> • 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
Borseth, Brianna	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
	<ul style="list-style-type: none"> • Building upgrades & space needs • Manage building renovations & construction activities 			<ul style="list-style-type: none"> • Develop, distribute, and implement facility policy
Wilson, Jeremy	Facilities Coordinator	1004 EH	647-7789	eh.facilities@umich.edu
	<ul style="list-style-type: none"> • Key requests & building access • Event set-up 			<ul style="list-style-type: none"> • 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
	<ul style="list-style-type: none"> • Regular staff & temporary staff appointments • Visitors (e.g. Visiting Scholars) • Timekeeping 			<ul style="list-style-type: none"> • Research Fellow appointments • Immigration • Volunteers

LSA Technology Services - East Hall				
LSATechnologyServices@umich.edu • 734-615-0100 • lsa.umich.edu/technology-services/				
	<ul style="list-style-type: none"> • 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				
	Director of Student Services	1343 EH	764-2580	
• Manage grad/undergrad programs				• Curriculum planning & enrollment management
• Grad student funding				• Issues related to student health & academic integrity
	Undergraduate Program Manager	1343 EH	764-2580	
• Academic advising coordinator				• Undergrad student groups
• Psychology commencement and other events				
Circle, Sheri	Subject Pool Coordinator	1343 EH	764-2580	scircle@umich.edu
• Introductory Psychology Subject Pool				• Service learning courses
• Transportation				• Web grading assistance
Lass, Taylor	Academic Advisor and Program Coordinator	1343 EH	764-2580	
• Undergrad academic advisor				• Undergrad programming and event planning
Wolgast, Megan	Graduate Program Coordinator	1343 EH	764-2580	psych.phdprogram@umich.edu
• Grad student administrative support & funding				• GSI hiring
Borntrager, Luca	Graduate Program and Curriculum Coordinator	1343 EH	764-2580	psych.phdprogram@umich.edu
• Grad student administrative support & funding				• Student awards
• Course scheduling & course descriptions				• Final exam scheduling
Olona, Leanne	Academic Advisor & Thesis Coordinator	1343 EH	764-2580	lolona@umich.edu
• Undergrad academic advisor				• Departmental Honors program
Rivera, Angela	Graduate Program Coordinator	1343 EH	764-2580	psych.phdprogram@umich.edu
• Grad student administrative support & funding				• Student awards
	Student Admin Assistant Associate	1343 EH	764-2580	
• Academic support regarding programs, courses, majors				• Community outreach
• Department website				
• Instructor evaluations				

Psychology Business Office				
Psych-BusinessOffice@umich.edu • 734-647-8104				
• Pre & post award grant management				• Financial activity analysis & compliance
• Financial transaction processing				
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)