

## Psychology Administrative Offices

<b>Chair's Office</b>					
<b>psych.chair@umich.edu • 734-764-7429 • 1004 EH</b>					
<b>Shah, Priti</b>	Department Chair	1004 EH	764-7429	priti@umich.edu	
<b>Tronson, Natalie</b>	Associate Chair, Graduate Studies	4032 EH	936-1495	ntronson@umich.edu	
<b>Lustig, Cindy</b>	Associate Chair, Undergraduate Studies	4016 EH	647-6925	clustig@umich.edu	
<b>Cokley, Kevin</b>	Associate Chair, Diversity Initiatives	3265 EH	764-0430	kcokley@umich.edu	
<b>Monk, Christopher</b>	Associate Chair, Faculty Development	2000 EH	615-9531	csmonk@umich.edu	
<b>Barnett, Jennifer</b>	Chief Administrator	1004 EH	615-0070	barnettj@umich.edu	
<ul style="list-style-type: none"> <li>• Oversight of departmental policies and procedures</li> <li>• Manage non-academic staff</li> </ul>					
<b>Millspaugh, Jenn</b>	Executive Assistant	1004 EH	764-7429	millspaj@umich.edu	
<ul style="list-style-type: none"> <li>• Chair calendar &amp; support</li> <li>• Faculty recruiting</li> <li>• Chair conference rm reservations</li> </ul>		<ul style="list-style-type: none"> <li>• Faculty annual report</li> <li>• Coordinate faculty mtgs, EC mtgs, Area Chair mtgs.</li> </ul>			
<b>Boehr, Lisa</b>	Faculty Affairs Coordinator	1004 EH	647-3887	boehr@umich.edu	
<ul style="list-style-type: none"> <li>• Faculty 3rd year/tenure/promotion reviews</li> <li>• Sabbatical/other leave requests</li> <li>• Notary</li> </ul>		<ul style="list-style-type: none"> <li>• Lecturer reviews</li> <li>• Dry/adjunct/research scientist appointments</li> </ul>			

<b>Administrative Team</b>					
<b>psych.admin@umich.edu • 734-647-4952 • 1004 EH</b>					
<ul style="list-style-type: none"> <li>• Faculty &amp; graduate student reimbursements</li> <li>• Print Copy Mail requests</li> <li>• Departmental &amp; area speakers/events/brown bags</li> <li>• Area Chair assistance (including budgets)</li> <li>• Recruitment Weekend</li> </ul>		<ul style="list-style-type: none"> <li>• Supply ordering for teaching/administration</li> <li>• Copier maintenance</li> <li>• Website updates</li> <li>• Room reservations</li> <li>• Diversity recruitment</li> </ul>		<b>Supports the following areas:</b>	
<b>Howe, Jaime</b>	Administrative Supervisor	1004 EH	763-1078	Biopsych, GFP, PSC	
<b>Wiley, Keith</b>	Communications & Events Coordinator	1004 EH	647-3924	Clinical, Developmental	
<b>Benson, Laura</b>	Administrative Assistant Intermediate	1004 EH	764-6332	CCN, Social	

<b>East Hall Human Resources</b>					
<b>easthall-hr@umich.edu • 734-647-3927 • 1004 EH</b>					
<b>Hesch, Shannon</b>	HR Generalist Associate	1004 EH	647-3927	shesch@umich.edu	
<ul style="list-style-type: none"> <li>• Regular staff &amp; temporary staff appointments</li> <li>• Visitors (e.g. Visiting Scholars)</li> <li>• Timekeeping</li> </ul>		<ul style="list-style-type: none"> <li>• Research Fellow appointments</li> <li>• Immigration</li> <li>• Volunteers</li> </ul>			

<b>LSA Technology Services - East Hall</b>					
<b>LSATechnologyServices@umich.edu • 734-615-0100 • lsa.umich.edu/technology-services/</b>					
<ul style="list-style-type: none"> <li>• End-to-end computing support for research, teaching, and administrative needs - from hardware consultations, to ordering, setup, and troubleshooting</li> <li>• Please note -- all computer and related purchases (including software) must go through LSA TS</li> </ul>					

<b>Student Academic Affairs</b>				
<b>psych.saa@umich.edu • 734-764-2580 • 1343 EH</b>				
<b>Subject Pool Questions: subject.pool@umich.edu</b>				
<b>Graduate Program Questions: psych.phdprogram@umich.edu</b>				
<b>Wallace, Brian</b>	Director of Student Academic Affairs	1343 EH	764-2580	bwallace@umich.edu
<ul style="list-style-type: none"> <li>• Manage grad/undergrad programs</li> <li>• Grad student funding</li> </ul>		<ul style="list-style-type: none"> <li>• Curriculum planning &amp; enrollment management</li> <li>• Issues related to student health &amp; academic integrity</li> </ul>		
<b>(Fry) Szust, Kaydee</b>	Undergraduate Program Manager	1343 EH	764-2580	kayfry@umich.edu
<ul style="list-style-type: none"> <li>• Academic advising coordinator</li> <li>• Psychology commencement and other events</li> </ul>		<ul style="list-style-type: none"> <li>• Undergrad student groups</li> </ul>		
<b>Circlele, Sheri</b>	Subject Pool Coordinator	1343 EH	764-2580	scirclele@umich.edu
<ul style="list-style-type: none"> <li>• Introductory Psychology Subject Pool</li> <li>• Transportation</li> </ul>		<ul style="list-style-type: none"> <li>• Service learning courses</li> <li>• Web grading assistance</li> </ul>		
<b>Catanzarite, Julie</b>	Academic Advisor	1343 EH	764-2580	jcatanza@umich.edu
<ul style="list-style-type: none"> <li>• Undergrad academic advisor</li> </ul>		<ul style="list-style-type: none"> <li>• Undergrad programming and event planning</li> </ul>		
<b>Borntrager, Luca</b>	Curriculum Maintainer	1343 EH	764-2580	aborntra@umich.edu
<ul style="list-style-type: none"> <li>• Course scheduling &amp; course descriptions</li> <li>• Instructor evaluations</li> </ul>		<ul style="list-style-type: none"> <li>• Final exam scheduling</li> </ul>		
<b>Wolgast, Megan</b>	Graduate Program Coordinator	1343 EH	764-2580	psych.phdprogram@umich.edu
<ul style="list-style-type: none"> <li>• Grad student administrative support &amp; funding</li> </ul>		<ul style="list-style-type: none"> <li>• GSI hiring</li> </ul>		
<b>Watson, Rachel</b>	Advisor & Thesis/AMDP Coordinator	1343 EH	764-2580	rewatson@umich.edu
<ul style="list-style-type: none"> <li>• Undergrad academic advisor</li> <li>• Accelerated Master's Degree Program</li> </ul>		<ul style="list-style-type: none"> <li>• Departmental Honors program</li> </ul>		
<b>Barrett, Abby</b>	Graduate Program Coordinator	1343 EH	764-2580	psych.phdprogram@umich.edu
<ul style="list-style-type: none"> <li>• Grad student administrative support &amp; funding</li> </ul>		<ul style="list-style-type: none"> <li>• Student awards</li> </ul>		
<b>Freeland, Max</b>	Student Admin Assistant Associate	1343 EH	764-2580	maxscf@umich.edu
<ul style="list-style-type: none"> <li>• Academic support regarding programs, courses, majors</li> <li>• Department website</li> </ul>		<ul style="list-style-type: none"> <li>• Community outreach</li> </ul>		

<b>East Hall Business Office</b>				
<b>easthall.bus@umich.edu • 734-647-8104 • 1044 EH</b>				
<ul style="list-style-type: none"> <li>• Pre &amp; post award grant management</li> <li>• Financial transaction processing</li> </ul>		<ul style="list-style-type: none"> <li>• Financial activity analysis &amp; compliance</li> </ul>		
<b>Denny, Missy</b>	East Hall Business Office Manager	1044 EH	647-8104	missy.easthall.bus@umich.edu
<b>Alguire, Mindy</b>	Research Administrator Lead	1044 EH	764-1383	mindy.easthall.bus@umich.edu
<b>Elliston-Cowher, Ashley</b>	Research Administrator Lead	1044 EH	647-0560	ashley.easthall.bus@umich.edu
<b>Feldt, Julie</b>	Research Administrator Intermediate	1044 EH	647-5388	julie.easthall.bus@umich.edu
<b>MacCourt, Anna</b>	Research Administrator Intermediate	1044 EH	615-0226	anna.easthall.bus@umich.edu
<b>Joffe, Kim</b>	Research Administrator Intermediate	1045 EH	615-4344	kim.easthall.bus@umich.edu
<b>Matthias, Lena</b>	Research Administrator Intermediate	1045 EH	615-3501	lena.easthall.bus@umich.edu
<b>Kemeter, Brian</b>	Research Administrator Associate	1044 EH	763-9751	brian.easthall.bus@umich.edu
<b>VanSickle, Paige</b>	Research Administrator Associate	1044 EH		paige.easthall.bus@umich.edu
<b>Price, Lisa</b>	Financial Specialist Intermediate	1044 EH	647-4174	lisa.easthall.bus@umich.edu
<b>Raymond, Lisa</b>	Financial Specialist Associate	1044 EH	647-4187	lisa.r.easthall.bus@umich.edu
<b>Forsyth, Amber</b>	East Hall Business Analyst Sr	1044 EH	764-8099	amberf@umich.edu

<b>Purchasing</b>				
<b>King, Mary Ann</b>	Purchasing Clerk Senior	1044 EH	763-2048	making@umich.edu
<b>Sejfulla, Emily</b>	Purchasing Clerk Senior	1044 EH	647-3937	esejfull@umich.edu
<b>Dallal, Amira</b>	Purchasing Clerk Intermediate	1044 EH	764-4063	amirad@umich.edu
<b>Overholt, Diane</b>	Financial Specialist Senior		764-4005	doverhol@umich.edu

### East Hall Building Operations

<b>Buck, Chris</b>	East Hall Building Manager	1004 EH	734-615-9953	ctbuck@umich.edu
	<ul style="list-style-type: none"><li>• Building upgrades &amp; space needs</li><li>• Manage building renovations &amp; construction activities</li></ul>			<ul style="list-style-type: none"><li>• Develop, distribute and implement facility policy</li></ul>
<b>Wilson, Jeremy</b>	Facilities Coordinator	1004 EH	734-368-8649	eh.facilities@umich.edu
	<ul style="list-style-type: none"><li>• Key requests &amp; building access</li><li>• Event set-up</li></ul>			<ul style="list-style-type: none"><li>• Furniture moves, removal &amp; upgrades</li><li>• Coordinate building repairs</li></ul>

### Level 5 Hallway Phone: 764-5253

<b>Clifton, Kathryn</b>	Animal Care Supervisor	B262 EH	764-6963	spinkke@umich.edu
<b>Elledge, Tina</b>	Animal Attendant	B262 EH	764-6963	telledge@umich.edu
<b>Sheid, Susan</b>	Animal Aide	B262 EH	764-6963	sesheid@umich.edu
<b>Kaska, Cari</b>	Animal Technician Senior	B262 EH	764-6963	cardan@umich.edu
<b>Taylor, Jarod</b>	Animal Technician Intermediate	B262 EH	764-6963	jarodt@umich.edu
<b>VanPoppelen, Wyatt</b>	Animal Technician Intermediate	B262 EH	764-6963	yitvan@umich.edu
<b>Baker, Hannah (Ham)</b>	Animal Technician Associate	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

**Psychology Room Reservation Requests:** <http://lsa.umich.edu/psych/resources/room-schedules.html>

**Department Notary:** Lisa Boehr (1004 EH)