

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	kcockley@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		
Millspaugh, Jenn	Executive Assistant	1004 EH	764-7429	millspaj@umich.edu
• Chair calendar & support		• Faculty annual report		
• Faculty recruiting		• Coordinate faculty mtgs, EC mtgs, Area Chair mtgs.		
• Chair conference rm reservations				
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	• Supply ordering for teaching/administration
• Print Copy Mail requests	• Copier maintenance
• Departmental & area speakers/events/brown bags	• Website updates
• Area Chair assistance (including budgets)	• Room reservations
• Recruitment Weekend	• Diversity recruitment
Howe, Jaime	Administrative Supervisor
Wiley, Keith	Communications Coordinator
Benson, Laura	Administrative Assistant Intermediate
Kohler, Roxanne	Administrative Assistant Intermediate
Gardner, Breya	Office Assistant
Supports the following areas:	
Brain & Behavior, G&FP, P&SC	
Clinical, Developmental	
CCN, Social	

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		• Develop, distribute, and implement facility policy		
• Manage building renovations & construction activities				
Wilson, Jeremy	Facilities Coordinator	1004 EH	647-7789	eh.facilities@umich.edu
• Key requests & building access		• Furniture moves, removal & upgrades		
• Event set-up		• 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

Director of Student Academic Affairs	1343 EH	764-2580	
• Manage grad/undergrad programs	• Curriculum planning & enrollment management		
• Grad student funding	• Issues related to student health & academic integrity		
Watson, Rachel Undergraduate Program Manager	1343 EH	764-2580	
• Academic advising coordinator	• Undergrad student groups		
• Psychology commencement and other events			
Circele, Sheri Subject Pool Coordinator	1343 EH	764-2580	scircele@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		
Freeland, Max Student Admin Assistant Associate	1343 EH	764-2580	maxscf@umich.edu
• 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 transaction processing
- Financial activity analysis & compliance

Denny, Missy	Business Office Manager	647-8104	Missy-Psych-BusinessOffice@umich.edu
Blackmore, Stephanie	Research Adminstrator 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)