

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 • Manage non-academic staff 				
Millsbaugh, 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 • 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 • Lecturer reviews • Sabbatical/other leave requests • Dry/adjunct/research scientist appointments • Notary 				

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

Psychology Business Office Psych-BusinessOffice@umich.edu • 734-647-8104					
<ul style="list-style-type: none"> • Pre & post award grant management • Financial transaction processing 			<ul style="list-style-type: none"> • 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)	