

## 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>Beehner, Jacinta</b>	Associate Chair, Graduate Studies	4052 EH		jbeehner@umich.edu
<b>Boland, Julie</b>	Associate Chair, Undergraduate Studies	3030 EH	764-4488	jeboland@umich.edu
<b>Cokley, Kevin</b>	Associate Chair, Diversity Initiatives	3265 EH	764-0430	kcokley@umich.edu
<b>Dunning, David</b>	Associate Chair, Faculty Development	3239 EH	763-0063	ddunning@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> </ul>			<ul style="list-style-type: none"> <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 Academic Affairs Specialist	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>Howe, Jaime</b>	Administrative Supervisor	1004 EH	763-1078	
<b>Wiley, Keith</b>	Communications Coordinator	1004 EH	647-3924	Brain & Behavior, G&FP, P&SC
<b>Benson, Laura</b>	Administrative Assistant Intermediate	1004 EH	764-6332	Clinical, Developmental
<b>Kohler, Roxanne</b>	Administrative Assistant Intermediate	1004 EH	763-5984	CCN, Social
<b>Borseth, Brianna</b>	Office Assistant	1004 EH	647-4952	

<b>East Hall Building Operations</b>				
<b>eh.facilities@umich.edu • 734-615-9953 • 1004 EH</b>				
<b>Buck, Chris</b>	East Hall Building Manager	1004 EH	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	647-7789	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>

<b>East Hall Human Resources</b>				
<b>easthall-hr@umich.edu • 734-647-3927 • 1004 EH</b>				
<b>Murray, Shannon</b>	HR Generalist Associate	1004 EH	647-3927	easthall-hr@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>					
	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	
	Undergraduate Program Manager	1343 EH	764-2580		
• Academic advising coordinator				• Undergrad student groups	
• Psychology commencement and other events					
<b>Circle, Sheri</b>	Subject Pool Coordinator	1343 EH	764-2580	scircle@umich.edu	
• Introductory Psychology Subject Pool				• Service learning courses	
• Transportation				• Web grading assistance	
<b>Lass, Taylor</b>	Academic Advisor and Program Coordinator	1343 EH	764-2580		
• Undergrad academic advisor				• Undergrad programming and event planning	
<b>Wolgast, Megan</b>	Graduate Program Coordinator	1343 EH	764-2580	psych.phdprogram@umich.edu	
• Grad student administrative support & funding				• GSI hiring	
<b>Borntrager, Luca</b>	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	
<b>Olona, Leanne</b>	Academic Advisor & Thesis Coordinator	1343 EH	764-2580	lolona@umich.edu	
• Undergrad academic advisor				• Departmental Honors program	
<b>Rivera, Angela</b>	Graduate Program Coordinator	1343 EH	764-2580	psych.phdprogram@umich.edu	
• Grad student administrative support & funding				• Student awards	
<b>Freeland, Max</b>	Student Admin Assistant Associate	1343 EH	764-2580	maxscf@umich.edu	
• Academic support regarding programs, courses, majors				• Community outreach	
• Department website					
• Instructor evaluations					

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

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

## Animal Care (ULAM)

Level 5 Hallway • 734-764-6963 • B262 EH

<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, Steve</b>	Animal Attendant	B262 EH	764-6963	ssheid@umich.edu
<b>Kaska, Cari</b>	Animal Technician	B262 EH	764-6963	cardan@umich.edu
<b>Pavuk, Chelsea</b>	Animal Technician	B262 EH	764-6963	pavukcl@umich.edu
<b>Baker, Hannah (Ham)</b>	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)