

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 |
| Tronson, Natalie | Associate Chair, Graduate Studies | 4032 EH | 936-1495 | ntronson@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 |
| Monk, Christopher | Associate Chair, Faculty Development | 2000 EH | 615-9531 | csmonk@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 | | |
| Millsbaugh, Jenn | Executive Assistant | 1004 EH | 764-7429 | mills paj@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 • Supply ordering for teaching/administration • Copier maintenance • Website updates • Room reservations • Diversity recruitment | | | | |
| Howe, Jaime | Administrative Supervisor | 1004 EH | 763-1078 | Supports the following areas: Biopsych, GFP, PSC Clinical, Developmental CCN, Social |
| Wiley, Keith | Communications Coordinator | 1004 EH | 647-3924 | |
| Benson, Laura | Administrative Assistant Intermediate | 1004 EH | 764-6332 | |
| Kohler, Roxanne | Administrative Assistant Intermediate | 1004 EH | 763-5984 | |

| 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 | | | | |
| Hesch, 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 | | | | |
| 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 | | |
| Circle, Sheri | Subject Pool Coordinator | 1343 EH | 764-2580 | scircle@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 | | |
| OPEN | 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 | | |
| Borntrager, Luca | Curriculum Maintainer | 1343 EH | 764-2580 | aborntra@umich.edu |
| <ul style="list-style-type: none"> • Course scheduling & course descriptions • Instructor evaluations | | <ul style="list-style-type: none"> • Final exam scheduling | | |
| 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 | | |
| OPEN | Advisor & Thesis/AMDP Coordinator | 1343 EH | 764-2580 | rewatson@umich.edu |
| <ul style="list-style-type: none"> • Undergrad academic advisor • Accelerated Master's Degree Program | | <ul style="list-style-type: none"> • Departmental Honors program | | |
| Bossio, Abby | 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 | |
| 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 Sr | 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, Susan (Susie) | Animal Attendant | B262 EH | 764-6963 | sesheid@umich.edu |
| Kaska, Cari | Animal Technician | B262 EH | 764-6963 | cardan@umich.edu |
| Taylor, Jarod | Animal Technician | B262 EH | 764-6963 | jarodt@umich.edu |
| VanPoppelen, Wyatt | Animal Technician | B262 EH | 764-6963 | yitvan@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) |