

## Psychology Administrative Offices

Chair's Office				
psych.chair@umich.edu • 734-764-7429 • 1004 EH				
<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>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>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
• Oversight of departmental policies and procedures		• Manage non-academic staff		
<b>Millsbaugh, Jenn</b>	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				
<b>Boehr, Lisa</b>	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				
<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> <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>Supports the following areas:</b> Biopsych, GFP, PSC Clinical, Developmental CCN, Social
<b>Wiley, Keith</b>	Communications Coordinator	1004 EH	647-3924	
<b>Benson, Laura</b>	Administrative Assistant Intermediate	1004 EH	764-6332	
<b>Kohler, Roxanne</b>	Administrative Assistant Intermediate	1004 EH	763-5984	

East Hall Building Operations				
eh.facilities@umich.edu • 734-615-9953 • 1004 EH				
<b>Buck, Chris</b>	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				
<b>Wilson, Jeremy</b>	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				
<b>Hesch, Shannon</b>	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				

<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>Watson, Rachel</b>	Undergraduate Program Manager	1343 EH	764-2580	
<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>Circle, Sheri</b>	Subject Pool Coordinator	1343 EH	764-2580	scircle@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>OPEN</b>	Academic Advisor and Program Coordinator	1343 EH	764-2580	
<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>Olona, Leanne</b>	Academic Advisor & Thesis Coordinator	1343 EH	764-2580	lolona@umich.edu
<ul style="list-style-type: none"> <li>• Undergrad academic advisor</li> </ul>		<ul style="list-style-type: none"> <li>• Departmental Honors program</li> </ul>		
<b>Bossio, 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>Psychology Business Office</b> <b>Psych-BusinessOffice@umich.edu • 734-647-8104</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>	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>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 Sr	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	

<b>Animal Care (ULAM)</b> <b>Level 5 Hallway • 734-764-6963 • B262 EH</b>				
<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 (Susie)</b>	Animal Attendant	B262 EH	764-6963	sesheid@umich.edu
<b>Kaska, Cari</b>	Animal Technician	B262 EH	764-6963	cardan@umich.edu
<b>Taylor, Jarod</b>	Animal Technician	B262 EH	764-6963	jarodt@umich.edu
<b>VanPoppelen, Wyatt</b>	Animal Technician	B262 EH	764-6963	yitvan@umich.edu
<b>Baker, Hannah (Ham)</b>	Animal Technician	B262 EH	764-6963	bakerhan@umich.edu

<b>Quick References</b>
<b>Psychology Mailing Address:</b> 530 Church Street, Ann Arbor, MI 48109-1043
<b>Mail Room:</b> 1004I EH
<b>Receiving Office:</b> 1004 EH; 734-647-4952; M-F 8am-4:30pm
<b>Department Notary:</b> Lisa Boehr (1004 EH)