

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
Lustig, Cindy	Associate Chair, Undergraduate Studies	4016 EH	647-6925	clustig@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 • 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 Affairs Coordinator	1004 EH	647-3887	boehr@umich.edu
<ul style="list-style-type: none"> • Faculty 3rd year/tenure/promotion reviews • Sabbatical/other leave requests • Notary • 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 		<ul style="list-style-type: none"> • Supply ordering for teaching/administration • Copier maintenance • Website updates • Room reservations • Diversity recruitment 		Supports the following areas:
Howe, Jaime	Administrative Supervisor	1004 EH	763-1078	
Wiley, Keith	Communications & Events Coordinator	1004 EH	647-3924	Biopsych, GFP, PSC
Benson, Laura	Administrative Assistant Intermediate	1004 EH	764-6332	Clinical, Developmental
Kohler, Roxanne	Administrative Assistant Intermediate	1004 EH	763-5984	CCN, Social

East Hall Human Resources				
easthall-hr@umich.edu • 734-647-3927 • 1004 EH				
Hesch, Shannon	HR Generalist Associate	1004 EH	647-3927	shesch@umich.edu
<ul style="list-style-type: none"> • Regular staff & temporary staff appointments • Visitors (e.g. Visiting Scholars) • Timekeeping • 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 		
(Fry) Szust, Kaydee	Undergraduate Program Manager	1343 EH	764-2580	kayfry@umich.edu
<ul style="list-style-type: none"> • Academic advising coordinator • Psychology commencement and other events 		<ul style="list-style-type: none"> • Undergrad student groups 		
Circele, Sheri	Subject Pool Coordinator	1343 EH	764-2580	scircele@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 		
Catanzarite, Julie	Academic Advisor	1343 EH	764-2580	jcatanza@umich.edu
<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 		
Watson, Rachel	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 		
Barrett, 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 		

East Hall Business Office				
easthall.bus@umich.edu • 734-647-8104 • 1044 EH				
<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	East Hall Business Office Manager	1044 EH	647-8104	missy.easthall.bus@umich.edu
Alguire, Mindy	Research Administrator Lead	1044 EH	764-1383	mindy.easthall.bus@umich.edu
Elliston-Cowher, Ashley	Research Administrator Lead	1044 EH	647-0560	ashley.easthall.bus@umich.edu
Feldt, Julie	Research Administrator Intermediate	1044 EH	647-5388	julie.easthall.bus@umich.edu
MacCourt, Anna	Research Administrator Intermediate	1044 EH	615-0226	anna.easthall.bus@umich.edu
Joffe, Kim	Research Administrator Intermediate	1045 EH	615-4344	kim.easthall.bus@umich.edu
Matthias, Lena	Research Administrator Intermediate	1045 EH	615-3501	lena.easthall.bus@umich.edu
Kemeter, Brian	Research Administrator Associate	1044 EH	763-9751	brian.easthall.bus@umich.edu
VanSickle, Paige	Research Administrator Associate	1044 EH		paige.easthall.bus@umich.edu
Price, Lisa	Financial Specialist Intermediate	1044 EH	647-4174	lisa.easthall.bus@umich.edu
Raymond, Lisa	Financial Specialist Associate	1044 EH	647-4187	lisa.r.easthall.bus@umich.edu
Forsyth, Amber	East Hall Business Analyst Sr	1044 EH	764-8099	amberf@umich.edu

Purchasing				
King, Mary Ann	Purchasing Clerk Senior	1044 EH	763-2048	making@umich.edu
Sejfulla, Emily	Purchasing Clerk Senior	1044 EH	647-3937	esejfull@umich.edu
Dallal, Amira	Purchasing Clerk Intermediate	1044 EH	764-4063	amirad@umich.edu
Overholt, Diane	Financial Specialist Senior		764-4005	doverhol@umich.edu

East Hall Building Operations

Buck, Chris	East Hall Building Manager	1004 EH	734-615-9953	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	734-368-8649	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

Level 5 Hallway Phone: 764-5253

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	Animal Aide	B262 EH	764-6963	sesheid@umich.edu
Kaska, Cari	Animal Technician Senior	B262 EH	764-6963	cardan@umich.edu
Taylor, Jarod	Animal Technician Intermediate	B262 EH	764-6963	jarodt@umich.edu
VanPoppelen, Wyatt	Animal Technician Intermediate	B262 EH	764-6963	yitvan@umich.edu
Baker, Hannah (Ham)	Animal Technician Associate	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

Psychology Room Reservation Requests: <http://lsa.umich.edu/psych/resources/room-schedules.html>

Department Notary: Lisa Boehr (1004 EH)