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
Eshelman, Jennifer	Chief Administrator	1004 EH	615-0070	eshelman@umich.edu
● Oversight of departmental policies and procedures		● Manage non-academic staff		
Millspaugh, Jenn	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				
Boehr, Lisa	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

● Faculty & graduate student reimbursements		● Supply ordering for teaching/administration		
● Print Copy Mail requests		● Copier maintenance		
● Departmental & area speakers/events/brown bags		● Website updates		
● Area Chair assistance (including budgets)		● Room reservations		
● Recruitment Weekend		● Diversity recruitment		**Supports the following areas:**
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
Borseth, Brianna	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
● 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
● 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
● 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

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

Nicole Fenech	Director of Student Services	1343 EH	764-2580	fenechn@umich.edu
● Manage grad/undergrad programs		● Curriculum planning & enrollment management		
● Grad student funding		● Issues related to student health & academic integrity		
Borntrager, Luca	Undergraduate Program Manager	1343 EH	764-2580	aborntra@umich.edu
● Academic advising coordinator		● Undergrad student groups		
● Psychology commencement and other events				
Circele, Sheri	Subject Pool Coordinator	1343 EH	764-2580	scircele@umich.edu
● Introductory Psychology Subject Pool		● Service learning courses		
● Transportation		● Web grading assistance		
Fisher, Elizabeth	Academic Advisor and Program Coordinator	1343 EH	764-2580	
● Undergrad academic advisor		● Undergrad programming and event planning		
Wolgast, Megan	Graduate Program Coordinator	1343 EH	764-2580	psych.phdprogram@umich.edu
● Grad student administrative support & funding		● GSI hiring		
Sanchez, Dani	Curriculum Coordinator	1343 EH	615-6068	adsanche@umich.edu
● Grad student administrative support & funding		● Student awards		
● Course scheduling & course descriptions		● Final exam scheduling		
Olona, Leanne	Academic Advisor & Thesis Coordinator	1343 EH	764-2580	lolona@umich.edu
● Undergrad academic advisor		● Departmental Honors program		
Rivera, Angela	Graduate Program Coordinator	1343 EH	764-2580	psych.phdprogram@umich.edu
● Grad student administrative support & funding		● Student awards		
Proshlyakov, Daneel	Student Admin Assistant Associate	1343 EH	764-2580	dprosh@umich.edu
● Academic support regarding programs, courses, majors		● Community outreach		
● Department website				
● Instructor evaluations				

Psychology Business Office

Psych-BusinessOffice@umich.edu ● 734-647-8104

● Pre & post award grant management ● Financial activity analysis & compliance

● Financial transaction processing

Alguire, Mindy	Business Office Manager	764-1383	Mindy-Psych-BusinessOffice@umich.edu
Thompson, David	Research Adminstrator Lead	764-5686	David-Psych-BusinessOffice@umich.edu
Feldt, Julie	Research Administrator Senior	647-5388	Julie-Psych-BusinessOffice@umich.edu
Hammontree, Bri	Research Administrator Intermediate	936-0935	Bri-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)