# Psychology Administrative Offices

## Chair's Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reuter-Lorenz, Patti</td>
<td>Chair</td>
<td>1004 EH</td>
<td>764-7429</td>
<td><a href="mailto:parl@umich.edu">parl@umich.edu</a></td>
</tr>
<tr>
<td>Lopez-Duran, Nestor</td>
<td>Associate Chair, Student Acad Affairs</td>
<td>2253 EH</td>
<td>936-5819</td>
<td><a href="mailto:nestorl@umich.edu">nestorl@umich.edu</a></td>
</tr>
<tr>
<td>Mattis, Jacqueline</td>
<td>Associate Chair, Diversity Initiatives</td>
<td>3268 EH</td>
<td>615-3985</td>
<td><a href="mailto:jmatthis@umich.edu">jmatthis@umich.edu</a></td>
</tr>
<tr>
<td>Polk, Thad</td>
<td>Associate Chair, Faculty Development</td>
<td>3046 EH</td>
<td>647-6982</td>
<td><a href="mailto:tpollk@umich.edu">tpollk@umich.edu</a></td>
</tr>
<tr>
<td>Barnett, Jennifer</td>
<td>Chief Administrator</td>
<td>1004 EH</td>
<td>615-0070</td>
<td><a href="mailto:barnettj@umich.edu">barnettj@umich.edu</a></td>
</tr>
<tr>
<td>Williams, Shamila</td>
<td>Executive Secretary</td>
<td>1004 EH</td>
<td>764-7429</td>
<td><a href="mailto:shamilya@umich.edu">shamilya@umich.edu</a></td>
</tr>
<tr>
<td>Boehr, Lisa</td>
<td>Faculty Affairs Coordinator</td>
<td>1004 EH</td>
<td>647-3887</td>
<td><a href="mailto:boehr@umich.edu">boehr@umich.edu</a></td>
</tr>
<tr>
<td>Anderson, Jocelyn</td>
<td>Web Applications Developer</td>
<td>1004 EH</td>
<td>647-7789</td>
<td><a href="mailto:psych.web@umich.edu">psych.web@umich.edu</a></td>
</tr>
</tbody>
</table>

- **Oversight of departmental policies and procedures**
- **Manage non-academic staff**
- **Chair calendar & support**
- **Faculty recruiting**
- **Coordinate faculty mtgs, EC mtgs, Area Chair mtgs.**
- **Faculty 3rd year/tenure/promotion reviews**
- **Sabbatical/other leave requests**
- **Notary**
- **Advise/recommend Web technologies for lab/event Websites**
- **Build & support pages on the departmental Website**
- **Faculty recruitment**
- **Dry/adjunct/research scientist appointments**
- **SharePoint technical support**

## Administrative Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson, Linda</td>
<td>Administrative Asst</td>
<td>1004 EH</td>
<td>764-6332</td>
<td><a href="mailto:clinicalrecruiter@umich.edu">clinicalrecruiter@umich.edu</a></td>
</tr>
<tr>
<td>Parran, Laura</td>
<td>Administrative Asst Inter</td>
<td>1004 EH</td>
<td>647-3924</td>
<td><a href="mailto:parranl@umich.edu">parranl@umich.edu</a></td>
</tr>
<tr>
<td>Wiley, Keith</td>
<td>Administrative Asst</td>
<td>1004 EH</td>
<td>764-6314</td>
<td><a href="mailto:wileyk@umich.edu">wileyk@umich.edu</a></td>
</tr>
</tbody>
</table>

- **Faculty & student reimbursements**
- **Ordering supplies**
- **Print/copy requests**
- **Copier maintenance**
- **Departmental & area speakers/events/brown bags**
- **Website updates**
- **Area chair assistance (including budgets)**
- **Faculty recruitment**
- **Recruitment weekend**
- **Diversity recruitment**
- **Supports the following areas:**
  - Social
  - Clinical, Developmental, CCN
  - Biopsych, P&SC, GFP

## East Hall Human Resources

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sorace, Marc</td>
<td>HR Generalist Associate</td>
<td>1044 EH</td>
<td>647-3927</td>
<td><a href="mailto:sorace@umich.edu">sorace@umich.edu</a></td>
</tr>
</tbody>
</table>

- **Regular staff & temporary staff appointments**
- **Visitors (e.g. Visiting Scholars)**
- **Timekeeping**
- **Research Fellow appointments**
- **Immigration**
- **Volunteers**

## LSA IT - East Hall

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:lsait@umich.edu">lsait@umich.edu</a></td>
<td>LSA IT - East Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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 IT.

7/16/2019
### Student Academic Affairs

**Chair's Office**  
psych.chair@umich.edu  ●  734-764-7429  ●  1004 EH

**Wallace, Brian**  
Director of Student Academic Affairs  
1272 EH  764-2580  bwallace@umich.edu  
- Manages grad/undergrad programs  
- Grad student funding  
- Curriculum planning & enrollment mgmt  
- Manage issues related to student health & academic integrity

**Cicero, Saroya**  
Undergraduate Program Manager  
1343 EH  764-2580  saroyaj@umich.edu  
- Academic advising coordinator  
- Psychology commencement and other events  
- Undergrad student groups

**Circele, Sheri**  
Subject Pool Coordinator  
1343 EH  647-4807  scircele@umich.edu  
- Introductory Psychology Subject Pool  
- Transportation  
- Service learning courses  
- Web grading assistance

**Catanzarite, Julie**  
Academic Advisor  
1270 EH  764-2580  jcatanza@umich.edu  
- Undergrad academic advisor  
- Undergrad programming and event planning

**Santuci, Venus**  
Senior Graduate Program Coord  
1343 EH  647-3936  vagre@umich.edu  
- Grad student administrative support & funding

**Wolgast, Megan**  
Student Admin Asst Senior  
1274 EH  763-2131  mwolgast@umich.edu  
- Course scheduling & course descriptions  
- GSI hiring  
- Final exam scheduling  
- Instructor evaluations

**Fry, Kaydee**  
Honors Program and AMDP Coord  
1343 EH  764-2580  kayfry@umich.edu  
- Undergrad academic advisor  
- Accelerated Master's Degree Program  
- Departmental Honors program

**Wagner, Sarah**  
Graduate Program Coordinator  
1343 EH  647-6243  sarahwag@umich.edu  
- Grad student administrative support & funding  
- Diversity and Inclusion Advocate  
- Student awards

**Brannan, Laurie**  
Student Administration Assistant Inter  
1343 EH  764-2580  lbrannan@umich.edu  
- Grad student administrative support & funding  
- Student awards

**OPEN**  
Student Admin Asst Assoc  
1343 EH  764-2580  
- Academic support regarding programs, courses, majors  
- Department website  
- Community outreach

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### East Hall Business Office

**East Hall Business Office**  
easthall.bus@umich.edu  ●  734-647-8104  ●  1044 EH

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

**Thomson, Anne**  
East Hall Business Office Manager  
1044 EH  647-8104  amthomso@umich.edu

**Alguire, Mindy**  
Research Process Coordinator  
1044 EH  764-1383  malguire@umich.edu

**Bui, Katherine**  
Contract and Grant Specialist  
1044 EH  647-0560  katbui@umich.edu

**Clenedin, Lori**  
Research Process Coordinator  
1044 EH  647-4188  timclen@umich.edu

**Marvin, Kelcie**  
Financial Specialist Associate  
1044 EH  647-4187  kmarvin@umich.edu

**Stevenson, Kayleigh**  
Contract and Grant Specialist  
1044 EH  615-0226  stevenks@umich.edu

**Szemak, Karen**  
Research Process Coordinator  
1044 EH  615-3058  szemak@umich.edu

**Tsao, Cindy**  
Financial Specialist Associate  
1044 EH  647-4174  tcindy@umich.edu

**Forsyth, Amber**  
East Hall Business Analyst Sr  
1044 EH  764-8099  amberf@umich.edu
### Chair's Office

- **psych.chair@umich.edu**  ●  734-764-7429  ●  1004 EH

### Sejfulla, Emily
- **Purchasing Clerk Senior**  ●  1044 EH  ●  647-3937  ●  esejfull@umich.edu

### East Hall Building Operations

- **easthallfacilities@umich.edu**  ●  734-368-8649

#### Buck, Chris
- **East Hall Building Manager**  ●  1004 EH  ●  734-615-9953  ●  ctbuck@umich.edu
  - Building upgrades & space needs
  - Develop, distribute and implement facility policy
  - Manage building renovations & construction activities

#### Wilson, Jeremy
- **Facilities Coordinator**  ●  1004 EH  ●  734-368-8649  ●  easthallfacilities@umich.edu
  - Key requests & building access
  - Furniture moves, removal & upgrades
  - Event set-up
  - Coordinate building repairs

### Research Technical Support

- **psych.rts@umich.edu**  ●  734-615-5053

#### Roelofs, Justin
- **Fabrication Specialist**
  - Experiment design & post-experiment documentation
  - Design and fabricate new research apparatus
  - Maintain/repair existing research apparatus, lab equipment & surgical tools

### Animal Care (ULAM)

- **Level 5 Hallway Phone: 764-5253**

#### Stein, Travis
- **Animal Care Manager**  ●  B262 EH  ●  647-0887  ●  trstein@umich.edu

#### Donner, Jim
- **Animal Attendant**  ●  B262 EH  ●  647-0887  ●  donjim@umich.edu

#### Elledge, Tina
- **Animal Attendant**  ●  B262 EH  ●  647-0887  ●  telledge@umich.edu

#### Stewlow, Julie
- **Animal Technician Associate**  ●  B262 EH  ●  647-0887  ●  jstewlow@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-5pm

#### Psychology Room Reservation Requests:
- [http://lsa.umich.edu/psych/resources/room-schedules.html](http://lsa.umich.edu/psych/resources/room-schedules.html)

#### Department Notaries:
- Linda Anderson (1004 EH) & Lisa Boehr (1004 EH)

#### Dept of Public Safety & Security (DPSS):
- 734-763-1131