

**BUSINESS OFFICE**

STAFF FUNCTIONS

The following information will direct you to the appropriate staff member for assistance.

**Silke Krueger, Business Operations Manager, Sr.**

[**Silke.Krueger@asu.edu**](mailto:Silke.Krueger@asu.edu) **Ext. 5-3327, PSY 203B**

Manage Business Operations

Human Resources Mgmt.

Budgets and Financial Planning

Supervision of Staff

Account Management

Start-up Budgets and Funding

ASU Foundation Accounts Online Tuition and Program Fee Revenue

Summer Funding

**Kristin Judd, Academic Personnel Specialist, Sr.**

[**Kristin.Judd@asu.edu**](mailto:Kristin.Judd@asu.edu)**, Ext. 5-5045, PSY 213**

Assist with Tenure Track Reviews

Assist with Faculty Annual Evaluations

Sabbatical Coordinator

Course Scheduling

Resource Scheduling (Univ. classrooms)

Assist with Faculty and Postdoc Hires

H-1B Visas

Course Evaluation Coordinator

**Theresa Lopez, Department HR Specialist, Sr.**

[**Theresa.Lopez@asu.edu**](mailto:Theresa.Lopez@asu.edu) **Ext. 5-0979, PSY 203**

Assist with Hiring (Staff and Students)

Personnel Transactions Requests (PTRs)

Dept. Time Administrator

Payroll Reconciliation

Injury Reporting- Workman’s Comp

⊄ PSY Distribution List Mgmt.

FMLA and Employee Leaves

Adjunct & Courtesy Affiliate Requests

J-1 Visas

Graduate Student Renewals & Letters

**Jessica Jensen, Business Operations Specialist, Sr.**

[**Jessi.Jensen@asu.edu**](mailto:Jessi.Jensen@asu.edu) **Ext. 7-5058, PSY 203**

P-Card Manager for PSY Spend Authorizations/Cash Advances

Account Set Up and Reconciliation ASU Foundation Accounts

Monthly Reports Scholarship Processing/Dept. Contact

Assist with Budgets Guest Speaker/Honorarium Reimbursements

**Grace Jolly, Assistant to the Chair**

[**Grace.Jolly@asu.edu**](mailto:Grace.Jolly@asu.edu) **Ext. 5-9505, PSY 203**

Assist Department Chair Event & Colloquium Planning

Honors Award Coordinator Development/Donor Relations

Internal Communications ⊄ Faculty Search Interview Scheduling

**Wendi Simonson, Graduate Student Support Coordinator**

**Wendi.Simonson**[**@asu.edu**](mailto:Angie.Woods@asu.edu) **Ext. 7-5059, PSY 201**

Graduate Student Coordinator Graduate Studies Database Mgmt.

PSY Grad Programs & MS ABA Program Graduate Admissions

Grad Financial Records ⊄ Roster Grade Contact (Grad)

Graduate Course Enrollment Overrides Salesforce Emails

TA Assignments; TA/RA Tuition Waivers MS Addiction & Certificate Program

**Jennifer (Jen) Hinder, Graduate Student Support Coordinator**

[**Jennifer.Hinder@asu.edu**](mailto:Jennifer.Hinder@asu.edu) **Ext.7-5053, PSY 201**

Graduate Student Coordinator Graduate Studies Database Mgmt.

Graduate Admissions Assist with PhD

Grad Financial Records ⊄ Roster Grade Contact (Grad)

Graduate Course Enrollment Overrides Salesforce Emails

Grad Program Events MS Addiction & Certificate Program

MS ABA Graduate Program

**Robert Ewing, Marketing and Communications Manager**

[**Robert.Ewing@asu.edu**](mailto:Robert.Ewing@asu.edu) **Ext. 7-5054, PSY 217**

Manage internal and external PR Community Outreach

Manage PSY Website Alumni Communication

Manage PSY’s social media presence Coordinate News Stories/Press Releases

Video Production and Photography Liaison to CLAS Marketing

Graphic Design Digital Signage

**Angela Lentino, Clinic Coordinator**

[**clinic@asu.edu**](mailto:clinic@asu.edu) [**angela.lentino@asu.edu**](mailto:angela.lentino@asu.edu)**;** **Ext. 5-7296, Clinic UCENTA Suite 116**

General Admin Support for Clinic Supply Ordering, Sunrise (for Clinic)

Manages Clinic Calendar & Appts. P-card orders

Supervises Clinic Student Worker Workday Online Processing

Reimbursement requests Adjunct Faculty Renewals (for Clinic)

⊄ APA Accreditation & Annual Report ⊄ Salesforce Emails

**Kayla Griggs, Facilities Project Manager**

[**Kayla.Griggs@asu.edu**](mailto:Kayla.Griggs@asu.edu) **Ext. 7-6065, PSY 233**

Department Space Planning Facility Renovations and improvements

Coordinates Facility Maintenance Furniture requests and modifications

Moving Assistance Space Design, Layouts and Surveys

Telephone services Building and Office Signage

⊄ Property Control (Asset Works) ⊄ Emergency Planning

**Jenny Showell, Business Operations Specialist, Sr.**

[**Jenny.Showell@asu.edu**](mailto:Kay.Vasley@asu.edu) **Ext. 5-6599, PSY 203**

⊄ Supervise Front Desk & student worker ⊄ Key Approvals/ISAAC Access

⊄ Travel (state and local) ⊄ Guest Speaker/Honorarium Reimbursements

⊄ PCard Orders ⊄ Deposits Checks & Cash

Property Control (Asset Works) Textbook Orders

**Hilda Godinez, Business Operations Specialist, Sr.**

[**Hilda.Godinez@asu.edu**](mailto:Hilda.Godinez@asu.edu) **Ext. 5-8306, PSY 203**

⊄ Supervise Front Desk & student worker ⊄ Key Approvals/ISAAC Access

⊄ Expense Reports (Reimbursements) PSY Conference Room Scheduling

⊄ PCard Orders ⊄ Deposits Checks & Cash

⊄ Purchasing/Supply Ordering Property Control (Asset Works)

**Camille Avila, SONA Administrator**

[**psywebmaster@asu.edu**](mailto:psywebmaster@asu.edu)**, PSY 203**

**Student Worker, Receptionist**

[**Psy.mo.student@exchange.asu.edu**](mailto:Psy.mo.student@exchange.asu.edu)**, Ext. 5-7598, PSY 203**

Department Receptionist Assist with copier, fax, and printer issues

Supply ordering PSY Conference Room Scheduling

Scantron Deliveries Receive Packages, arrange pick up

Daily errands and mail sorting Asst. with Book Orders

Key Ordering and Transferring AV & Projector Equipment Manager

Copy Codes Building Service Requests

FedEx shipments Assist with P-card Verifications

**Please email the Request for Purchase or Reimbursement Forms along with applicable documentation to** [**PsyPurchasing@exchange.asu.edu**](mailto:PsyPurchasing@exchange.asu.edu)

**Please submit all travel requests to [PSY.Travel@exchange.asu.edu](mailto:PSY.Travel@exchange.asu.edu)**