

**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 Ext. 5-3327, PSY 203B

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| ☒ Manage Business Operations | ☒ Supervision of Staff |
| ☒ Human Resources Mgmt. | ☒ Account Management |
| ☒ Budgets and Financial Planning | ☒ 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, Ext. 5-5045, PSY 213

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| ☒ Assist with Tenure Track Reviews | ☒ Resource Scheduling (Univ. classrooms) |
| ☒ Assist with Faculty Annual Evaluations | ☒ Assist with Faculty and Postdoc Hires |
| ☒ Sabbatical Coordinator | ☒ H-1B Visas |
| ☒ Course Scheduling | ☒ Course Evaluation Coordinator |

Theresa Lopez, Department HR Specialist, Sr.
Theresa.Lopez@asu.edu Ext. 5-0979, PSY 203

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| ☒ Assist with Hiring (Staff and Students) | ☒ PSY Distribution List Mgmt. |
| ☒ Personnel Transactions Requests (PTRs) | ☒ FMLA and Employee Leaves |
| ☒ Dept. Time Administrator | ☒ Adjunct & Courtesy Affiliate Requests |
| ☒ Payroll Reconciliation | ☒ J-1 Visas |
| ☒ Injury Reporting- Workman's Comp | ☒ Graduate Student Renewals & Letters |

Jessica Jensen, Business Operations Specialist, Sr.
Jessi.Jensen@asu.edu Ext. 7-5058, PSY 203

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| ☒ 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 |

Jennifer Boyd, Assistant to the Chair
Jennifer.Boyd3@asu.edu Ext. 5-9505, PSY 203

- ∅ Assist Department Chair
- ∅ Honors Award Coordinator
- ∅ Internal Communications
- ∅ Event & Colloquium Planning
- ∅ Development/Donor Relations
- ∅ Faculty Search Interview Scheduling

Wendi Simonson, Graduate Student Support Coordinator
Wendi.Simonson@asu.edu Ext. 7-5059, PSY 201

- ∅ Graduate Student Coordinator
- ∅ PSY Grad Programs & MS ABA Program
- ∅ Grad Financial Records
- ∅ Graduate Course Enrollment Overrides
- ∅ TA Assignments; TA/RA Tuition Waivers
- ∅ Graduate Studies Database Mgmt.
- ∅ Graduate Admissions
- ∅ Roster Grade Contact (Grad)
- ∅ Salesforce Emails
- ∅ MS Addiction & Certificate Program

Jennifer (Jen) Hinder, Graduate Student Support Coordinator
Jennifer.Hinder@asu.edu Ext.7-5053, PSY 201

- ∅ Graduate Student Coordinator
- ∅ Graduate Admissions
- ∅ Grad Financial Records
- ∅ Graduate Course Enrollment Overrides
- ∅ Grad Program Events
- ∅ MS ABA Graduate Program
- ∅ Graduate Studies Database Mgmt.
- ∅ Assist with PhD
- ∅ Roster Grade Contact (Grad)
- ∅ Salesforce Emails
- ∅ MS Addiction & Certificate Program

Laura Fields, Marketing and Communications Manager
Laura.Fields@asu.edu 480-884-2303, PSY 217

- ∅ Manage internal and external PR
- ∅ Manage PSY Website
- ∅ Manage PSY's social media presence
- ∅ Video Production and Photography
- ∅ Graphic Design
- ∅ Community Outreach
- ∅ Alumni Communication
- ∅ Coordinate News Stories/Press Releases
- ∅ Liaison to CLAS Marketing
- ∅ Digital Signage

Angela Lentino, Clinic Coordinator
clinic@asu.edu angela.lentino@asu.edu; Ext. 5-7296, Clinic UCENTA Suite 116

- ∅ General Admin Support for Clinic
- ∅ Manages Clinic Calendar & Appts.
- ∅ Supervises Clinic Student Worker
- ∅ Reimbursement requests
- ∅ APA Accreditation & Annual Report
- ∅ Supply Ordering, Sunrise (for Clinic)
- ∅ P-card orders
- ∅ Workday Online Processing
- ∅ Adjunct Faculty Renewals (for Clinic)
- ∅ Salesforce Emails

Kayla Griggs, Facilities Project Manager
Kayla.Griggs@asu.edu Ext. 7-6065, PSY 233

- ☒ Department Space Planning
- ☒ Coordinates Facility Maintenance
- ☒ Moving Assistance
- ☒ Telephone services
- ☒ Property Control (Asset Works)
- ☒ Facility Renovations and improvements
- ☒ Furniture requests and modifications
- ☒ Space Design, Layouts and Surveys
- ☒ Building and Office Signage
- ☒ Emergency Planning

Jenny Showell, Business Operations Specialist, Sr.
Jenny.Showell@asu.edu Ext. 5-6599, PSY 203

- ☒ Supervise Front Desk & student worker
- ☒ Travel (state and local)
- ☒ PCard Orders
- ☒ Property Control (Asset Works)
- ☒ Key Approvals/ISAAC Access
- ☒ Guest Speaker/Honorarium Reimbursements
- ☒ Deposits Checks & Cash
- ☒ Textbook Orders

Laura Minnick, Business Operations Specialist, Sr.
Laura.Minnick@asu.edu Ext. 5-8306, PSY 203

- ☒ Supervise Front Desk & student worker
- ☒ Expense Reports (Reimbursements)
- ☒ PCard Orders
- ☒ Purchasing/Supply Ordering
- ☒ Salesforce Cases
- ☒ Key Approvals/ISAAC Access
- ☒ PSY Conference Room Scheduling
- ☒ Deposits Checks & Cash
- ☒ Property Control (Asset Works)

Camille Avila, SONA Administrator
psywebmaster@asu.edu, PSY 203

Student Worker, Receptionist
Psy.mo.student@exchange.asu.edu, Ext. 5-7598, PSY 203

- ☒ Department Receptionist
- ☒ Supply ordering
- ☒ Scantron Deliveries
- ☒ Daily errands and mail sorting
- ☒ Key Ordering and Transferring
- ☒ Copy Codes
- ☒ FedEx shipments
- ☒ Assist with copier, fax, and printer issues
- ☒ PSY Conference Room Scheduling
- ☒ Receive Packages, arrange pick up
- ☒ Asst. with Book Orders
- ☒ AV & Projector Equipment Manager
- ☒ Building Service Requests
- ☒ Assist with P-card Verifications

Please email the Request for Purchase or Reimbursement Forms along with applicable documentation to
PsyPurchasing@exchange.asu.edu
Please submit all travel requests to PSY.Travel@exchange.asu.edu