

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

- |  |   |
|--|---|
| ☒ Assist with Tenure Track Reviews       | ☒ Assist with Career-Track and AP Reviews   |
| ☒ Sabbatical Leave Coordinator           | ☒ Assist with Notice of Consulting Requests |
| ☒ Assist with Faculty Annual Evaluations | ☒ Assist with Faculty and Postdoc Hires     |
| ☒ H-1B Visas                             |   |

**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) | ☒ 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](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 |

**Jennifer Boyd, Assistant to the Chair**  
**[Jennifer.Boyd3@asu.edu](mailto: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](mailto: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

**TBH, Graduate Student Support Coordinator**  
**[@asu.edu](mailto:tbh@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](mailto: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](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
- ∅ 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](mailto: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

**Andrew Powers, Business Operations Specialist, Sr.**  
**[Andrew.Powers@asu.edu](mailto:Andrew.Powers@asu.edu) Ext. 5-6599, PSY 203**

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

**Laura Minnick, Business Operations Specialist, Sr.**  
**[Laura.Minnick@asu.edu](mailto: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](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
- ∅ 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](mailto:PsyPurchasing@exchange.asu.edu)**  
**Please submit all travel requests to [PSY.Travel@exchange.asu.edu](mailto:PSY.Travel@exchange.asu.edu)**