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

∸ 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

∸ 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 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 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 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

TBH, Graduate Student Support Coordinator
@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

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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

Andrew Powers, Business Operations Specialist, Sr.
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 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

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