

**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**

Assist with Tenure Track Reviews

Sabbatical Leave Coordinator

Assist with Faculty Annual Evaluations

Assist with Career-Track and AP Reviews

Assist with Faculty and Postdoc Hires

H-1B Visas

**Alyssa Kilpatrick, Academic Personnel Specialist**

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

Assist with Tenure Track Reviews Assist with Career-Track and AP Reviews

Assist with Faculty and Postdoc Hires Assist with Faculty Annual Evaluations

Assist with Interfolio Assist with Sabbatical Leave Requests

**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

**Andrea Moses, Assistant to the Chair**

[**Andrea.Moses@asu.edu**](mailto:Andrea.Moses@asu.edu) **Ext. 602-543-7116, PSY 203**

Assist Department Chair with calendar Notice of Consulting Requests

Assist with Event & Colloquium Planning Special projects and new initiatives

Faculty Search Interview Scheduling Development/Donor Relations

Internal Communications ⊄ Support Faculty and PAC meetings

⊄ Tracks Faculty Service and Workload

**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 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)

Manage Clinic Calendar & Appts. P-card orders

Supervise Clinic Student Worker Workday Online Processing

Reimbursement requests Adjunct Faculty Renewals (for Clinic)

⊄ APA Accreditation & Annual Report ⊄ Salesforce Emails

**Xerinna Semonell, Facilities Project Manager**

[**xsemonel@asu.edu**](mailto:xsemonel@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

**Andrew Powers, Business Operations Specialist, Sr.**

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

⊄ Travel (state and local) ⊄ Key Approvals/ISAAC Access

⊄ Supervise Front Desk & student worker ⊄ Guest Speaker/Honorarium Reimbursements

⊄ PCard Orders ⊄ Deposits Checks & Cash

Property Control (Asset Works) ⊄ Purchasing/Supply Ordering

Assist with Event & Colloquium Planning

**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 ⊄ Key Approvals/ISAAC Access

⊄ Expense Reports (Reimbursements) PSY Conference Room Scheduling

⊄ PCard Orders ⊄ Deposits Checks & Cash

⊄ Purchasing/Supply Ordering Property Control (Asset Works)

⊄ Salesforce Cases

**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 Assist 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)

**Graduate Services Team**

[**PsychGradServ@asu.edu**](mailto:PsychGradServ@asu.edu) **(for Staff/Faculty ONLY)**

[**PsychGrad@asu.edu**](mailto:PsychGrad@asu.edu) **(for Students ONLY)**

**(480)727-4561, PSY 201**

Graduate Admissions Grad Financial Records

Graduate Advising TA Assignments

TA/RA Tuition Waivers ⊄ Grad Programs Events

Grad Programs Recruitment ⊄ Roster Grade Contact (Grad)

MS Addiction & Certificate Program Graduate Course Enrollment Overrides

PSY Grad Programs & MS ABA Program Graduate Studies Database Management