

**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

 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****, 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****, 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** **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** **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** **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** **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** **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** **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** **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** **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****, PSY 203**

**Student Worker, Receptionist**

**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**

**Please submit all travel requests to** **PSY.Travel@exchange.asu.edu**

**Graduate Services Team**

**PsychGradServ@asu.edu** **(for Staff/Faculty ONLY)**

**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