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
- ASU Foundation Accounts
- Supervision of Staff
- Account Management
- Start-up Budgets and Funding

Kristin Judd, Business Operations Specialist, Sr.
Kristin.Judd@asu.edu, Ext. 5-5045, PSY 213
- Assist with Tenure Track Reviews
- Assist with Faculty Annual Evaluations
- Sabbatical Coordinator
- Course Scheduling
- Textbook Orders
- Resource Scheduling (Univ. classrooms)
- Assist with Faculty and Postdoc Hires
- H-1B Visas
- Course Evaluation Coordinator

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

Jessica Jensen, Business Operations Specialist, Sr.
Jessi.Jensen@asu.edu Ext. 7-5058, PSY 203
- P-Card Manager for PSY
- Account Set Up and Reconciliation
- Monthly Reports
- Assist with Budgets
- Spend Authorizations/Cash Advances
- ASU Foundation Accounts/IFAS
- Scholarship Processing/Dept. Contact
- Guest Speaker/Honorarium Reimbursements

Department of Psychology - Spring 2022
Grace Jolly, Assistant to the Chair
Grace.Jolly@asu.edu Ext. 5-9505, PSY 203

- Assist Department Chair
- Honors Award Coordinator
- Internal Communications
- SONA Administrator
- Event & Colloquium Planning
- Donor Relations
- Faculty Searches

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
- Purchasing/Supply Ordering
- Key Approvals/ISAAC Access
- Expense Reports (Reimbursements)
- Deposits Checks & Cash
- Property Control (Asset Works)

Katerina (Katie) Ulmer, Graduate Student Support Coordinator
Katie.Ulmer@asu.edu Ext. 7-5053, PSY 201

- Graduate Student Coordinator
- Graduate Admissions
- Grad Financial Records
- Graduate Course Enrollment Overrides
- TA Assignments; TA/RA Tuition Waivers
- Graduate Studies Database Mgmt.
- Assist with PhD & MS ABA Students
- Roster Grade Contact (Grad)
- Salesforce Emails
- Certificate Program Questions

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

- Graduate Student Coordinator
- Graduate Admissions
- Grad Financial Records
- Graduate Course Enrollment Overrides
- TA Assignments; TA/RA Tuition Waivers
- Graduate Studies Database Mgmt.
- Assist with PhD & MS ABA Students
- Roster Grade Contact (Grad)
- Salesforce Emails
- Grad Program Events

Department of Psychology - Spring 2022
Robert Ewing, Marketing and Communications Manager

Robert.Ewing@asu.edu  Ext. 7-5054, PSY 217

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

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

Sharon Kenyon, Facilities Project Manager

Sharon.Kenyon@asu.edu  Ext. 7-6065, PSY 233

- Department Space Planning
- Coordinates Facility Maintenance
- Moving Assistance
- Telephone services
- Salvage Requests
- Facility Renovations and improvements
- Furniture requests and modifications
- Space design and layouts
- Building and Office Signage

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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