

**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

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| ☒ Manage Business Operations | ☒ Supervision of Staff |
| ☒ Human Resources Mgmt. | ☒ Account Management |
| ☒ Budgets and Financial Planning | ☒ Start-up Budgets and Funding |
| ☒ ASU Foundation Accounts | |

Kristin Judd, Business Operations Specialist, Sr.
Kristin.Judd@asu.edu, Ext. 5-5045, PSY 213

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| ☒ Assist with Tenure Track Reviews | ☒ Resource Scheduling (Univ. classrooms) |
| ☒ Assist with Faculty Annual Evaluations | ☒ Assist with Faculty and Postdoc Hires |
| ☒ Sabbatical Coordinator | ☒ H-1B Visas |
| ☒ Course Scheduling | ☒ Course Evaluation Coordinator |
| ☒ Textbook Orders | |

Theresa Lopez, Department HR Specialist, Sr.
Theresa.Lopez@asu.edu Ext. 5-0979, PSY 203

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| ☒ 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 | |

Jessica Jensen, Business Operations Specialist, Sr.
Jessi.Jensen@asu.edu Ext. 7-5058, PSY 203

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| ☒ P-Card Manager for PSY | ☒ Spend Authorizations/Cash Advances |
| ☒ Account Set Up and Reconciliation | ☒ ASU Foundation Accounts/IFAS |
| ☒ Monthly Reports | ☒ Scholarship Processing/Dept. Contact |
| ☒ Assist with Budgets | ☒ Guest Speaker/Honorarium Reimbursements |

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

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