

## Administrative Support in the Department of Psychology

<p><b>Adrian Cupid</b> Undergraduate Administrator</p>	<p><b>Undergraduate Student Matters:</b> Undergraduate course scheduling (including rooms), Waitlists, Adding/Removing students from courses/precepts/labs, Independent Work, Advising, Undergraduate funding, Undergraduate student mailboxes; Room scheduling (undergraduate courses; except Running Rooms)</p>	<p>PSH 104 8-5337 <a href="mailto:psyugrad@princeton.edu">psyugrad@princeton.edu</a> or <a href="mailto:acupid@princeton.edu">acupid@princeton.edu</a></p>
<p><b>Beth Porter</b> Office &amp; Events Coordinator</p>	<p><b>Department Events:</b> Colloquium Series, Department events, Faculty conferences, Langfeld proposals and expenditures, Faculty searches, Room scheduling (research staff and students; except Running Rooms and courses)</p>	<p>PSH 109 8-1023 <a href="mailto:bethp@princeton.edu">bethp@princeton.edu</a></p>
<p><b>Carol Agans</b> Business Manager</p>	<p><b>Department Business Matters:</b> Review and approve all expense reports and financial requests, Oversight of all department and faculty/lab purchasing, Appointment/Reappointment of all non-teaching staff including: postdocs and research staff, Casual hourly employees</p>	<p>PSH 126 8-4462 <a href="mailto:agans@princeton.edu">agans@princeton.edu</a></p>
<p><b>Jenn Lyons</b> Faculty Assistant</p>	<p><b>Faculty Support:</b> Cog/Soc seminars, Daily department networking hour, Department event and faculty conference support, Faculty course work, Room scheduling (Faculty; except Running Rooms and courses), Other faculty/lab support as needed</p>	<p>PSH 110 8-4448 <a href="mailto:jl117@princeton.edu">jl117@princeton.edu</a></p>
<p><b>Gary Drozd</b> Building Manager</p>	<p><b>Building and Facilities Management:</b> Management of all building matters, Lab, office, and other building renovations and modifications, Management of loading dock</p>	<p>PSH 124 8-7476 <a href="mailto:psybuilding@princeton.edu">psybuilding@princeton.edu</a> or <a href="mailto:gdrozd@princeton.edu">gdrozd@princeton.edu</a></p>
<p><b>RoseMarie Stevenson</b> Human Subjects Administrator</p>	<p><b>Subject Pool Matters:</b> Course credit and paid experiment subject pools, Researcher and participant approval, Training, Undergraduate course credits, IRB liaison, School liaison, Human subjects resources, Running Room scheduling</p>	<p>PSH 106 8-6267 <a href="mailto:rosemary@princeton.edu">rosemary@princeton.edu</a></p>
<p><b>Jill Ray</b> Graduate Program Manager</p>	<p><b>Graduate Student Matters:</b> Graduate course scheduling (including rooms), AI assignments and precept/lab scheduling (including rooms), Funding (stipend and tuition, fellowships, grants), Program requirements, Graduate School requirements, General information, Graduate student mailboxes; Room scheduling (graduate courses and undergraduate labs and precepts; except Running Rooms)</p>	<p>PSH 105 8-5289 <a href="mailto:psygrad@princeton.edu">psygrad@princeton.edu</a> or <a href="mailto:jfray@princeton.edu">jfray@princeton.edu</a></p>
<p><b>Tina McCoy</b> Faculty Assistant</p>	<p><b>Faculty Support:</b> Expense reports (Concur) for faculty and lab members, Faculty/lab purchasing assistance, Departmental purchasing, General finance inquiries, Faculty/Research staff mailboxes, Other faculty/lab support as needed</p>	<p>PSH 110 8-4442 <a href="mailto:tmmccoy@princeton.edu">tmmccoy@princeton.edu</a></p>
<p><b>Tingting Zhao</b> Grants Manager</p>	<p><b>Psychology Grant Matters:</b> All pre- and post-award activities for grants submitted through Psychology, Projections, Grant expenditure review and approval, Reporting</p>	<p>PSH 127 8-9412 <a href="mailto:tingting.zhao@princeton.edu">tingting.zhao@princeton.edu</a></p>
<p><b>Todd Antonakos</b> Loading Dock Attendant</p>	<p><b>Loading Dock Matters:</b> Package, equipment, and mail receipt and delivery, Building and room access (card and key access), Capital equipment custodian</p>	<p>PNI C44 8-8821 or (609) 613-0701 <a href="mailto:psybuilding@princeton.edu">psybuilding@princeton.edu</a> or <a href="mailto:tga@princeton.edu">tga@princeton.edu</a></p>