

Administrative Support in the Department of Psychology

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| <p>Adrian Cupid Undergraduate Administrator</p> | <p>Undergraduate Student Matters: Undergraduate course scheduling (including rooms), Waitlists, Adding/Removing students from courses/precepts/labs, Independent Work, Advising, Undergraduate funding, Undergraduate student mailboxes</p> | <p>PSH 104 8-5337 psyugrad@princeton.edu or acupid@princeton.edu</p> |
| <p>Annie Mingle Web Communications Specialist</p> | <p>Department Website Updates: CV's, publications, Directory, Research, News, Events, Graduate Program, Undergraduate Program</p> | <p>PNI 276 8-2866 annie@princeton.edu</p> |
| <p>Beth Porter Office & Events Coordinator</p> | <p>Department Events: Colloquium Series, Department events, Faculty conferences, Langfeld proposals and expenditures, Faculty searches, Room scheduling (except Running Rooms)</p> | <p>PSH 109 8-1023 bethp@princeton.edu</p> |
| <p>Carol Agans Business Manager</p> | <p>Department Business Matters: 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 agans@princeton.edu</p> |
| <p>David Carter Department Manager</p> | <p>Department Administrative Matters: Oversight of all department administrative and budgetary matters, Management of all administrative staff, Faculty appointments/reappointments/promotions, Summer salary, Department procedures, guidelines, and policies, General inquiries, Problem resolution</p> | <p>PSH 128 8-5667 wdcarter@princeton.edu</p> |
| <p>Gary Drozd Building Manager</p> | <p>Building and Facilities Management: Management of all building matters, Lab, office, and other building renovations and modifications, Management of loading dock</p> | <p>PSH 124 8-7476 gdrozd@princeton.edu</p> |
| <p>Carola Hernandez- Cappas Faculty Assistant</p> | <p>Faculty Support: Cog/Soc seminars, Daily department networking hour, Department event and faculty conference support, Faculty course work, Other faculty/lab support as needed</p> | <p>PSH 110 8-4448 cahernan@princeton.edu</p> |
| <p>RoseMarie Stevenson Human Subjects Administrator</p> | <p>Subject Pool Matters: 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 rosemari@princeton.edu</p> |
| <p>Sami Mezger Graduate Administrator</p> | <p>Graduate Student Matters: Graduate course scheduling (including rooms), AI assignments and precept/lab scheduling (including rooms), Funding (stipend and tuition), Program requirements, Graduate School requirements, General information, Graduate student mailboxes</p> | <p>PSH 105 8-5289 psygrad@princeton.edu or smezger@princeton.edu</p> |
| <p>Tina McCoy Faculty Assistant</p> | <p>Faculty Support: 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 tmmccoy@princeton.edu</p> |
| <p>Tingting Zhao Grants Manager</p> | <p>Psychology Grant Matters: All pre- and post-award activities for grants submitted through Psychology, Projections, Grant expenditure review and approval, Reporting</p> | <p>PSH 127 8-9412 tingting.zhao@princeton.edu</p> |
| <p>Todd Antonakos Loading Dock Attendant</p> | <p>Loading Dock Matters: 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 tga@princeton.edu</p> |