MAIN OFFICE

**Krista Lester, Director of Administration and Operations (DAO), klester@fas.harvard.edu**
- Partners with the Chair to execute departmental strategic plan
- General oversight of:
  - Academic Planning
  - Budget
  - Communications
  - Faculty Affairs
  - Grievances
  - Human Resources
  - Operations
  - Payroll
  - Risk Management
  - Space Planning
  - Sponsored Research

**Wendy Erselius, Study Pool Program Manager, erselius@fas.harvard.edu**
- Oversees research study participants
- Study Pool payments
- Study Pool course credits
- Human Subject / IRB questions
- Web administrator for Study Pool and SONA websites

**Cass Ranno, Coordinator of Academic Affairs, cassranno@fas.harvard.edu**
- Faculty reviews and promotions
- Faculty searches
- Faculty leaves
- Postdoc and research scholar appointments
- Visas
- Department events

**Julianne Ronan, Administrative Coordinator, julianne_ronan@fas.harvard.edu**
- General inquiries
- Support for Main Office
- Support for Events
- Support for academic appointments
- Financial processing for departmental expenses

**Joan Smeltzer, Administrative Coordinator, smeltzer@wjh.harvard.edu**
- General inquiries
- Time/absence approvals and payroll for research staff
- Restricted Fund programs
- Department Space Inventory & Department Directory
- Temporary/LHT/Student Staff Appointments and Work Study Program
- Colloquium facilitation
Bob Woods, Temporary Lab/Admin Support, bwoods@fas.harvard.edu
- General inquiries
- Support for Main Office
- Support for Events
- Financial processing
- Lab Manager support

ACADEMIC OFFICE

UNDERGRADUATE

Katie Powers, Associate Director of Undergraduate Studies (ADUS), kpowers@fas.harvard.edu
- Administrative liaison to the DUS
- Curriculum planning and course development
- Teaching-related orientation for new faculty
- Hires, trains and supervises Lecturers and College Fellows
- Instructor of record (w/ DUS) for sophomore, junior, and senior tutorial courses
- Complex undergrad student, faculty, or UG program issues
- Study abroad and thesis program advising

Correna Cohen, Undergraduate Program Coordinator, correna_cohen@fas.harvard.edu
- Undergraduate concentration requirements and policies
- Hires, trains, and supervises concentration advisors
- Undergrad student progress tracking
- Secondary field advising
- Undergrad program events

James Sciarappa, Staff Assistant, jsiciarappa@fas.harvard.edu
- First point of contact for undergrad office
- Communications with undergrads (about requirements, newsletters, handouts, etc.)
- Maintains UGO website
- Course scheduling & time balancing

GRADUATE

Allie Pagano, Graduate Program Administrator, alexandra_pagano@harvard.edu
- Administrative liaison to the DGS and CHD
- Teaching Fellow/Assistant appointments
- Course catalog and classrooms for all Psychology courses
- Grad student progress tracking
- Grad program events
- Grad program admissions
BUSINESS OFFICE

**Christopher Nicholson, Business Office Director, cjin@wjh.harvard.edu**
- Manages Business Office
- Supervises Sponsored Research Administrators
- Lifecycle grants administration
- Sponsored research compliance
- Effort certification and reporting
- Oversees funding portfolios for:
  - Buckner
  - Mair
  - Nock

**Jennifer Perry, Assistant Director of Administration and Finance, jperry@fas.harvard.edu**
- Business Office procedures and training
- Lifecycle grants administration
- Effort certification and reporting
- Business Office liaison to Main Office and Academic Office
- Supervises Financial Associates
- Provides financial training for lab managers
- Budget management
- Oversees funding portfolios for:
  - McLaughlin

**Bill Layton, Senior Sponsored Research Administrator, wlayton@fas.harvard.edu**
- Lifecycle grants administration and sponsored research compliance for:
  - Gershman
  - Hatzenbuehler
  - Mehr
  - Phelps
  - Somerville
  - Weisz

**Anjali Parashar, Sponsored Research Administrator, aparashar@fas.harvard.edu**
- Lifecycle grants administration and sponsored research compliance for:
  - Caramazza
  - Cikara
  - Cushman
  - Konkle
  - Langer
  - Spelke

**Tonya Kisner-Cynn, Sponsored Research Administrator, tcynn@fas.harvard.edu**
- Lifecycle grants administration and sponsored research compliance for:
  - Alvarez
  - Banaji
  - Carey
Alexis Henry, Financial Associate, alexishenry@fas.harvard.edu
- Financial support and training
- Financial approvals for lab purchases
- Accounting and reporting
- Journals and reconciliations
- Equipment inventory
- Shares support of finances for:
  - Gilbert
  - Greene
  - Hooley
  - McNally
  - Pinker

Mandy Hyden, Financial Associate, mhyden@fas.harvard.edu
- Financial support and training
- Financial approvals for lab purchases
- Accounting and reporting
- Journals and reconciliations
- Equipment inventory
- Shares support of finances for:
  - Gilbert
  - Greene
  - Hooley
  - McNally
  - Pinker