Psychology Administration Org Chart

Krista Lester
DAO

Allie Pagano
Graduate Coord.

Katie Powers
Assoc. Dir.
UG Studies

Correna Cohen
Undergrad Coord.

James Scarappa
Undergrad Staff Asst.

Chris Nicholson
Bus. Office Director

Bill Layton
Sr Sponsored Rsch Admin

Anjali Parashar
Sponsored Rsch Admin

Tonya Kisner-Cynn
Sponsored Rsch Admin

Jennifer Perry
Asst. Dir.
Admin/Fin

Mandy Hyden
Financial Associate

Alexis Henry
Financial Associate

Cass Ranno
Coord. of Acad. Affairs

Joan Smeltzer
Admin Coordinator

Julianne Ronan
Admin Coordinator

Bob Woods
Lab & Admin Support

Wendy Erselius
Study Pool Prog. Mgr.

Academic Office

Business Office

Main Office
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, jisciappa@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, cjn@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
  - McNally
  - Mitchell
  - Nock
  - Pinker

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:
  - Gilbert
  - Greene
  - Hooley
  - 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
  - Schacter
  - Snedeker
  - Ullman

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

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