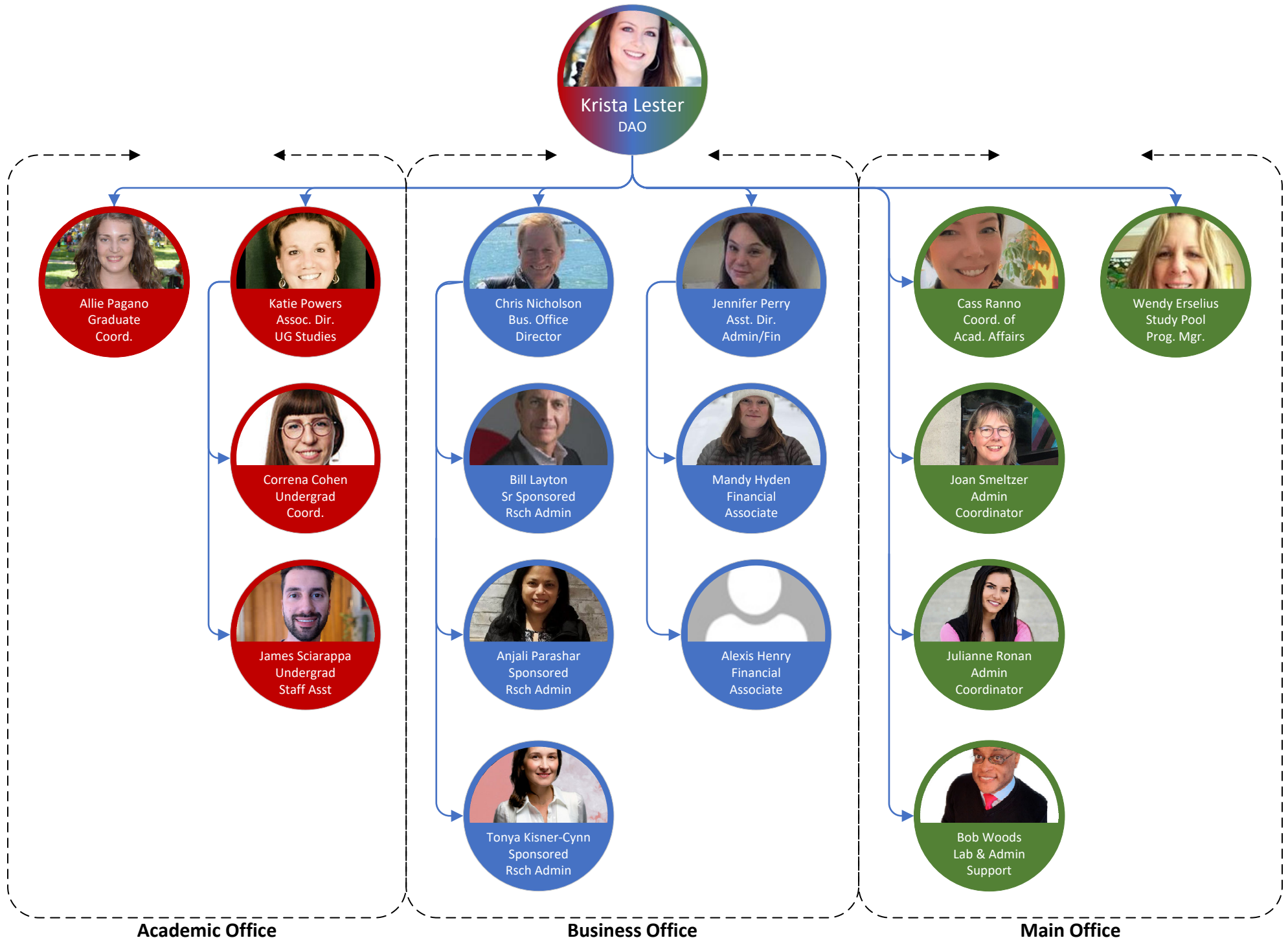


Psychology Administration Org Chart



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, *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*, jsciarappa@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](mailto: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
 - 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:
 - Department Budget
 - McLaughlin

Bill Layton, *Senior Sponsored Research Administrator*, wlayton@fas.harvard.edu

- Lifecycle grants administration and sponsored research compliance for:
 - Gershman
 - Hatzenbuehler
 - 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
- Oversees funding portfolios for:
 - Gilbert
 - Kelman
 - 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
- Oversees funding portfolios for:
 - Greene
 - Hooley
 - McNally
 - Mitchell
 - Nakayama