

WHO CAN HELP

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PCNC Director	Vince Clark yclark@unm.edu	277-2223	Logan 280
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GASP Officers 2020-2021 Members TBA	Work with faculty and staff in the department to discuss student issues and organize social functions. Organize Research Day	President- Josh Maxwell Vice President- Monica Goncalves-Garcia Secretary- Brie Howell Treasurer- Trevor Jackson Librarian- Marley Russell GPSA Representative- Sam Rodriguez CBB Representative- Brigitte Stevens Evo/Devo Representative- Tessa Cappelle Clinical Representatives- Elena Stein ; Kaitlyn Schodt 1st/2nd Year Representative- Palmer Tirrell	
PSYCHOLOGY DEPARTMENT STAFF			
Department Administrator Trish Aragon-Mascarenas Logan 180, 277-2230 trishara@unm.edu	Oversees daily functions of department. Finance and payroll approvals. Faculty, Staff, and student hires, terminations and renewals, UNM Jobs Search Coordinator, Faculty contracts, staff management. UNM, HR, A&S, OFAS and Departmental policies/procedures. Space Allocation, Building Coordinator, International Scholar Coordinator (J-1), volunteer approvals, and Letters of Academic Title (LAT). Annual Report & Newsletter		
Main Office -Administrative Assistant Patrick Cruz Logan 182, 277-4121 pfacruz@unm.edu	Main office operations and reception: Keys/Prox Cards, subject parking, copy/scan jobs, Facilities Management work-orders, Office supplies, dept room scheduling, display boards, TV, dept calendar and Email, department listserve(s), Department data-base: contact information, and Building Coordinator.		
Scheduling Coordinator Mary Jane Lueras (Interim) Logan 182 B, 277-3426 mj59@unm.edu	Dept schedule of classes, enrollment management. Course Evaluations: EVAL Kit/IDEA/ICES and Teaching Evaluations. Special Event coordination (PAL, colloquium, Haught, Quad-L). Collection of course syllabi, textbook orders, Faculty CVs. Annual Report and faculty publications. Department Inventory management, equipment check-out forms: Payroll time-keeper and UNM Jobs originator.		

<p>AV/Copy Room Logan 163, 277-2325 psych@unm.edu</p>	<p>CLOSED Copy/Print Jobs, scanning, and AV equipment reservations.</p>
<p>Contract & Grant Administrator Lindsay Britt Logan 181F, 277-0035 lcampbe4@unm.edu</p>	<p>Pre-Award: Assist with grant planning and submission, Cayuse and Kick-off meetings.</p>
<p>Department Fiscal Staff: psychfiscal@unm.edu Carol Ann Griffin Logan 181E, 277-7492 cgriffin@unm.edu Rae Ramirez Logan 181A/B, 277-4406 rramirel@unm.edu</p>	<p>Fiscal services for psychology: Purchasing, travel, reimbursements, and service contracts; Budget development, reconciliations, index management; start-up accounts, operating accounts (EU, MOP), Post-Award Grant management, scholarships, endowments, and overhead accounts.</p>
<p>Adv IT Support PCNC/CARC Systems/Network Analyst 3 Hussein Al Azzawi PCNC Server/ CARC 505 886-1810 azzawi@unm.edu</p>	<p>General IT Desktop support College of Arts & Sciences IT (CAS) Submit a CAS ticket online for IT support: https://ait.unm.edu/ CAS IT Service Catalog: http://ait.unm.edu/docs/ServiceCatalog-v3.pdf UNM IT: 277-5757; http://it.unm.edu/ (NetIDs, Telecommunications, general UNM services, software downloads and outages)</p>
<p>ADVISEMENT/STUDENT SUPPORT</p>	
<p>Sr. Academic Advisor - Graduate Program Rikk Murphy Logan 105B, 277-5009 rikk@unm.edu</p>	<p>OGS Liaison: Graduate program policies and procedures. GA/TA/RA contracts, graduate admissions. Catalog Curriculum, graduate program reports & surveys, supervisor to undergrad advisors, psychgrad listserv. Webpage updates</p>
<p>Sr. Academic Advisors – Undergraduate Program Azure Leyba Logan 105D, 277-1350 azureleyba03@unm.edu Jennifer Serrano Logan 105C, 277-2882 jserrano@unm.edu</p>	<p>Academic advisement & support to psychology undergraduate students. New student orientations, place/remove academic holds, graduation verification, course planning, and manage psychadvise-L listserv, data and statistical reports for undergraduate programs (major lists, graduation lists, enrollment data)</p>
<p>Program Specialist – BAC Program Marni Goldberg Logan 105A, 277-0560 mgoldberg@unm.edu</p>	<p>Manages the BAC program: teaches BAC courses, practicum site agreements, BAC admissions, BAC advisement. Liaison between BAC students and practicum sites and career counseling.</p>

<p>Logan Hall ARF 277-4632</p> <p>Manager, Facility Operations Gilbert Borunda gborunda@unm.edu</p> <p>Sr. Lab Animal Tech Sean Bilberry seanb@unm.edu</p> <p>Director/Veterinarian Dr. Kevin O’Hair KOHair@salud.unm.edu</p>	<p>ARF Management: compliance and regulations, ARF training, Chemical storage & safety, ARF & 2nd floor Building and safety coordinator, ARF space allocation. Prox card activation/deactivations</p>		
<p>Psychology Clinical Neuroscience Center (PCNC)</p>			
<p>PCNC Director</p>	<p>Vince Clark vpclark1764@gmail.com</p>	<p>277-2223</p>	<p>Logan 278</p>
<p>PCNC Sr. Fiscal Tech/Program Manager</p>	<p>Angela Boggus amboggus@unm.edu</p>	<p>277-0704</p>	<p>Logan 273</p>
<p>Systems Analyst 2</p>	<p>Hussein Al Azzawi azzawi@unm.edu</p>	<p>IT support for PCNC and CARC: software, servers, data and desktop support</p>	
<p>Psychology Clinic/AGORA</p>			
<p>Psychology Clinic Director</p>	<p>Lynette Abrams-Silva lynetteas@unm.edu</p>	<p>277-5164</p>	<p>Psychology Clinic, Sigma Chi</p>
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<p>Miscellaneous Campus Contacts</p>			
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<p>Office of Graduate Studies (OGS): http://grad.unm.edu/home/</p>	<p>Dean of Graduate Studies Dr. Julie Coonrod jcoonrod@unm.edu</p>	<p>277-6062</p>	<p>Humanities Bldg, 1st floor</p>
<p>University President http://president.unm.edu/</p>	<p>Dr. Garnett S. Stokes presidentstokes@unm.edu</p>	<p>277-2626</p>	<p>Scholes Hall, suite 144</p>
<p>Vice President for Research http://research.unm.edu/</p>	<p>Dr. Mary Jo Daniel (acting/interim) vpr@unm.edu</p>	<p>277-6128</p>	<p>Scholes Hall, room 327</p>
<p>Office of the Institutional Review Board (OIRB) http://irb.unm.edu/</p>	<p>Director: Linda Mayo, CIP petreel@unm.edu</p>	<p>277-2644</p>	

Office of Faculty Affairs and Services (OFAS) https://ofas.unm.edu/	Dr. Barbara Rodriguez, Senior Vice Provost Academic Affairs faculty@unm.edu	277-4528	Scholes Hall, Suite 231
UNM Human Resources (HR) https://hr.unm.edu/	Payroll/compensation, Employee Benefits, Direct deposits, Retirement, EOD, Employee Wellness	277-6747 (myhr)	UNM Business Center: 1700 Lomas Blvd NE
Student Employment http://stuemp.unm.edu/	stuemp@unm.edu	277-3511	Mesa Vista Hall North – 1 st floor
LoboWeb for employees: https://my.unm.edu	View/update personal information, benefits and deductions, pay information, tax forms and more.		
Coronavirus (COVID-19) Guidance for Employees https://hr.unm.edu/cv19	Self reporting, HR communications, Guidelines and Resources, Policies during Limited Operations		
Bringing Back the Pack https://bringbackthepack.unm.edu/	Expectations, Campus Protocols, Business Processes, Research Guidelines		