

Quick Reference Guide

[Business Operations](#) | [HR/Payroll/Leaves](#) | [Web Development and Marketing Design](#) | [Communications and Connect Center Operations](#) | [Academic Operations](#) | [Undergraduate Coordination](#) | [Graduate Coordination](#) | [Research Advancement Team](#) | [Undergraduate Advising Team](#) | [Student Workers](#) | [Helpful Links](#)

Business Operations

Jean Memberto – Assist. Director of Operations
Social Sciences Building 221
480-965-7542
Jean.Memberto@asu.edu

Brenna Hansen – Business Operations Manager
Social Sciences Building 100F
480-965-4263
Brenna.Hansen@asu.edu

Sue Tabor – Department HR Specialist
Social Sciences Building 217A
480-965-0003
Susan.Tabor@asu.edu

Shelley Linford - Communication/Web Development
Social Sciences Building 141
Shelley.Linford@asu.edu

John Keeney – Communication/The Connect Center Operations
Cowden Building 224E
480-965-3094
John.Keeney@asu.edu

Academic Operations

Sarah Ericson – Academic Operations Manager
Social Sciences Building 100F
480-965-4233
Sarah.Ericson@asu.edu

Gere Clark – Academic Operations/Events
Social Sciences Building 144
480-965-3735
Gere.Clark@asu.edu

Ashley Bustamante – Graduate Advising
Prospective students: graduatesanford@asu.edu
Current students: graduateadvisingsanford@asu.edu
480-965-6978

Nancy Landers – Undergraduate Coordination
Social Sciences Building 144
480-965-6875
Nancy.Landers@asu.edu

Research Advancement Team

Luz Hernandez – Research Advancement Admin
480-965-4773
Lucy.Hernandez@asu.edu

Julia Arredondo – Management Intern
480-965-7277
Julia.Arredondo@asu.edu

For questions related to proposal submissions and/or managing your awarded funds, see our contact information below:

Email: sanford.ra@asu.edu
Phone: (480) 965-6326

Undergraduate Advising Team

Lisa Barth – Academic Success Coordinator
Social Sciences Building 100E
480-965-7548
Lisa.Barth@asu.edu

Denise Barnard – Academic Success Specialist
Social Sciences Building 100D
480-965-2031
Denise.Barnard@asu.edu

Kelli Ramirez – Academic Success Specialist
Social Sciences Building 100F
480-727-7753
Kelli.Ramirez@asu.edu

Wes Jackson – Academic Success Specialist
Social Sciences Building 100F
480-965-7864
Wes.Jackson@asu.edu

Business Operations

Jean Memberto, Assistant Director of Operations
jean.memberto@asu.edu

- Financial oversight ASU and ASU Foundation accounts
- Payroll oversight
- Pcard manager
- Supervisor – school management team (Brenna Hansen, Sarah Ericson, Catherine Ashmead)

Brenna Hansen, Manager
brenna.hansen@asu.edu

- Payments, reimbursements, and purchases on ASU and ASU Foundation accounts
- Mileage reimbursement

In order to complete a mileage reimbursement claim you will need the following information:

- Request for Mileage/Parking Reimbursement Form located at https://www.asu.edu/fs/forms/AP_Reimb_MileageParkingTaxi.pdf
- Agency/Org - this is the account number funding the reimbursement
- A Mapquest/Google map printout of your normal commute miles to ASU
- A Mapquest/Google map printout for each trip listed
- Business purpose for the trip

Things to remember when completing the form:

- If you are traveling roundtrip from ASU to a site you need to log each leg of the trip (to/from). All mileage is reimbursable.
 - If you travel from home to a site or a site to home you must deduct the normal number of miles you travel to ASU.
 - Home to ASU is 10 miles - normal commute
 - Home to site 12 miles - request is for 2 miles reimbursement for this leg of the trip
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- Management of department property control and surplus/salvage requests
 - Manage space survey
 - Facilities building liaison
 - Graduate funding

HR/Payroll/Leaves

Sue Tabor, Department HR Specialist

Susan.Tabor@asu.edu

- Hiring (faculty, postdocs, students, staff)
- HR/Payroll policy and procedure
- Leaves (medical and family)
- Paid holiday schedule (<https://cfo.asu.edu/hr-holidayschedule>)
- Payroll
- Travel Claims (employees and students) (<https://cfo.asu.edu/fs-forms>)

Web Communications & Development and Marketing Design

Shelley Linford, Communications Admin

shelley.linford@asu.edu

- News Blast
- Graphic design for flyers, brochures, special events, etc.
- Social media
- Website development and updates
- ASU branding standards
- iSearch directory administrator
- Video production
- Podcast production

Communications and Connect Center Operations

John Keeney, Project Coordinator

john.keeney@asu.edu

- Article composition
- Media relations
- Content dissemination
- Press releases
- School news and event promotion
- Podcast production

- Sales and order fulfillment
- Product creation and development
- Faculty publishing services
- Conference registrations
- Vendor relationships
- Intellectual property and copyright management
- Business consulting

Academic Operations

Sarah Ericson, Manager
sarah.ericson@asu.edu

- Academic personnel actions
- Graduate programs support
- Course scheduling
- Course evaluations
- Student worker supervisor

Academic Operations Assistant

- Administrative support for director and academic operations
- Travel/hotel/scheduling (visitors and guests)
- Scholarship applications
- Faculty searches
- Faculty meeting minutes

Academic Support

Gere Clark, Coordinator
gere.clark@asu.edu

- Classroom change requests
- Conference room/University classroom reservations
- Event planning
- Key Request
To complete a key request, please complete the Key Request form. Once you complete the form, please either email it to Gere Clark at Gere.Clark@asu.edu or bring it to the front office, Social Sciences 144.
- Office move coordination
- Telephones and voicemail
- Recycling
Information for ASU Blue Bin Recycling can be found at: <https://cfo.asu.edu/fdm-recycling-at-asu>.
To request pick up service for your small blue recycling bin in your personal office, please complete a service request online at: <http://webtma.asu.edu/ASUServiceRequest>.
- Shredding
- Undergraduate Scholarships

Undergraduate Coordination

Nancy Landers, Coordinator
nancy.landiers@asu.edu

- Classroom facility issues
- Conference room/University classroom reservations
- Final exam classrooms
- Keys (classroom zone)
- Mail/FedEx
Mail is picked up at 8:40 each weekday morning
- Make-up exams

- Parking validation
Advance notice is required for large quantities of 20 or more. Stamps are for guests only.
- Syllabi requests
- Textbooks
- Undergraduate course overrides
- Undergraduate registration issues
- Undergraduate roster grades

Graduate Coordination

Ashley Bustamante – Graduate Advising
abartle1@asu.edu

Master's programs:

- Online Graduate Programs Recruitment
- Graduate application process Graduate College liaison
- Graduate course overrides
- Graduate program support
- Graduate registration issues
- Graduate roster grades
- Graduate student accomplishments
- iPOS
- Maintaining Continuous Enrollment
- Academic Record Changes
- Academic probation and dismissals
- Online Graduate Programs Community Management

Sarah Ericson – Graduate Advising
sarah.ericson@asu.edu

PhD programs:

- PhD program support
- Comps
- Defenses
- Graduate application process
- Graduate College liaison
- Graduate course overrides
- Graduate registration issues
- Graduate roster grades
- Graduate tuition remission posting
- iPOS
- Pass/fail forms (graduate)
- Tuition remission processing

Research Advancement

The research advancement office at the T. Denny Sanford School of Social and Family Dynamics promotes and coordinates research activities across the enterprise and provides services to support faculty efforts to advance research.

Intake form: <https://thesanfordschool.asu.edu/research/research-advancement/intake-form>

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Email: sanford.ra@asu.edu

Phone: (480) 965-6326

Student Employees

- Copy and scanning requests

If there are copy and scanning requests that you would like completed by the student workers, please fill out a copy request form and attach it to the material you would like copied or scanned. (exams, worksheets, book pages, documents, etc.) and place it in the work baskets located in SS 144, Cowden 118, or Payne 308. All requests must be given a minimum 48 hours in advance.

Things to include on the copy request form:

- Duplex - yes or no Alternate Test forms A and B?
- Stapled - yes or no 2 different colors for forms A and B?
- Colored paper? Insert Scantron Answer Sheets?
- Specific colors? Number Tests and Answer Sheets?

Any other instructions:

You can also send an email with all of the same information to the student workers at:

TDSSFDStudentWorkers@gmail.com

- Mail delivery/mailbox maintenance

Undergraduate Advising Team

Tempe Campus Students

Limited in-person appointments are available based on the availability of on-site advising staff and the required space needed to ensure physical distancing.

[Schedule appointments online](#)

If you have questions, call 480-965-6978

ASU Online Students

[Schedule appointments online](#)

If you have questions, call 480-965-6978

Helpful Links

Business Operations

- [Business Meals Form](#)
- [Reimbursements Request - Non Food](#)
- [Doctoral Graduate Student Department Travel Request Form](#)
- [ASU Human Resources Forms](#)
- [ASU Purchasing Forms](#)
- [Copy and Scanning Request Form](#)
- [Cost Share Request Form](#)
- [Expense Advance Log](#)
- [Gift Card Petty Cash Questionnaire](#)
- [Technology Purchases Security Assessment](#)
- [Petty Cash Application](#)

Facilities

- [Request For Service Form \(facility problems\)](#)
- [Key Requests/ Action Form](#)
- [Recycling Pickup Request](#)
- [Property Control - Off-campus use Form](#)

Course Overrides

- [Graduate Course Override Request Form](#)
- [Undergraduate Course Override Request Form](#)

Business Processes

- [Hiring Guide for Staff and Student Workers](#)
- [Hiring Guide for Faculty Positions](#)
- [The Sanford School Pre-Award Process](#)
- [The Sanford School New Award Process](#)