

School of Geographical Sciences and Urban Planning						
Business Office	sgsup@asu.edu	Front Desk	480-965-7533	Coor - 5861	Hrs. 8:30-5pm (M-F)	General business office inquires.
Purchasing/Travel	sgsup-business@asu.edu					Purchasing, travel, reimbursement requests and inquiries
Human Resources	sgsup-hr@asu.edu					HR requests & inquires
Research	sgsupawards@asu.edu					All research requests and inquires
Undergrad advising	sgsup.advising@asu.edu					General advising inquires
Grad Programs	sgsup_gradprograms@asu.edu					General graduate program inquires
Marketing & Communications	Ariana.Pup@asu.edu					All MarCom communication inquires & requests
Events	BarbaraJean.Montgomery@asu.edu					Event coordination and planning
Name	Email	Title	Office Phone	Office Location	Contact For:	
Sue Baldi	Susan.Baldi@asu.edu	Asst. Director of Business Operations	480-965-7342	Coor - 5576	Leaves, Personnel issues, Hiring, Escalations, Post-Award (temp)	
Suzanne Collett	Suzanne.Collett@asu.edu	Exec. Admin Support/Asst. to Director	480-884-3949	Coor - 5528	Faculty hiring and promotion, interfolio, FAR, Director's calendar	
Maria Bellamy	maria.bellamy@asu.edu	Business Operations Mgr.	602-496-2301	Coor - 5572	Pcard and travel mgmt., purchasing oversight, account approval	
Junvie Gill Vega	jgillveg@asu.edu	Business Operations Specialist Sr.	602-496-3522	Coor - 5581	Dept. trip approver, Pcard allocator, HR (grad hiring and Visas)	
Aliya Kubala	akubala1@asu.edu	Business Operations Specialist	602-496-2738	Coor - 5675	Front office mgr., keys/Isaac, facilities requests, student hiring	
Medley Montero	memonte5@asu.edu	Management Intern	480-965-7533	Coor - 5673	Business Ofc. Student supervision, payroll reconciliation, DTA	
Sofia Krasniuk	skrasniuk@asu.edu	Management Intern	480-965-7533	Coor - 5677	Procurement, account reconciliation, Pcard verification	
Ariana Pup	Ariana.Pup@asu.edu	Mgr. of Marketing & Communications	602-543-7210	Coor - 5578	Marketing collateral, social media, newsletter, web content, video/photography	
Barb Montgomery	BarbaraJean.Montgomery@asu.edu	Program Manager (Events Coordinator)	480-965-5265	Discovery Hall	Event planning, reservations, invitations	