

School of Geographical Sciences and Urban Planning

Business Office/ Front Desk	General business office inquires.	Hrs. 8:30-5pm (M-F)	sgsup@asu.edu	480-965-7533	Coor - 5861
Purchasing/Travel	Purchasing, travel, reimbursement requests and inquiries		sgsup-business@asu.edu		
Human Resources	HR requests & inquires		sgsup-hr@asu.edu		
Research	All research requests and inquires		sgsupawards@asu.edu		
Undergrad advising	General advising inquires		sgsup.advising@asu.edu		
Grad Programs	General graduate program inquires		sgsup.gradprograms@asu.edu		
Marketing & Communications	All MarCom communication inquires & requests		Ariana.Pup@asu.edu		
Events	Event coordination and planning		Barbarajean.Montgomery@asu.edu		

Contact For	Name	Title	Email	Office Phone	Office Location
Leaves, Personnel issues, Hiring, Escalations, Post-Award (temp)	Sue Baldi	Asst. Director of Business Operations	Susan.Baldi@asu.edu	480-965-7342	Coor - 5576
Faculty hiring and promotion, interfolio, FAR, Director's calendar	Suzanne Collett	Exec. Admin Support/Asst. to Director	Suzanne.Collett@asu.edu	480-884-3949	Coor - 5528
Pcard and travel mgmt., purchasing oversight, account approval	Maria Bellamy	Business Operations Mgr.	maria.bellamy@asu.edu	602-496-2301	Coor - 5572
Dept. trip approver, Pcard allocator, HR (grad hiring and Visas)	Junvie Gill Vega	Business Operations Specialist Sr.	jgillveg@asu.edu	602-496-3522	Coor - 5581
Front office mgr., keys/isaac, facilities requests, student hiring	Aliya Kubala	Business Operations Specialist	akubala1@asu.edu	602-496-2738	Coor - 5675
Business Ofc. Student supervision, payroll reconciliation, DTA	Medley Montero	Management Intern	memonte5@asu.edu	480-965-7533	Coor - 5673
Procurement, account reconciliation, Pcard verification	Sofiia Kراسيuk	Management Intern	skراسيuk@asu.edu	480-965-7533	Coor - 5677
Marketing collateral, social media, newsletter, web content, video/photography	Ariana Pup	Mgr. of Marketing & Communications	Ariana.Pup@asu.edu	602-543-7210	Coor - 5578
Event planning, reservations, invitations	Barb Montgomery	Program Manager (Events Coordinator)	Barbarajean.Montgomery@asu.edu	480-965-5265	Discovery Hall