

SPIA Central Services Contacts

SPIA Business Team

SPIABusiness@uga.edu

Hannah Cowart

hrcowart@uga.edu

706-542-2931

Human Resources and Payroll Manager

- Position creation, hiring, and terminations
- Payroll funding and reconciliation
- Timecards and absence management
- Employee visa processing
- University HR Liaison

Noah Hill

noah.hill@uga.edu

706-542-3568

Budgets and Grants Manager

- Post-award sponsored projects/grants management
- State and Foundation fund management
- Financial reporting
- Student organizations
- Travel authorization and expense reimbursement
- Purchasing: UGAMart, purchasing card
- Deposits

Stephanie Martin

stmartin@uga.edu

706-542-1881

Administrative Financial Director

- Chief Business Officer
- University HR Liaison
- Inventory oversight
- Annual performance review process
- Petty cash and research subject incentives (gift cards)

Kim Bolen

kbolen@uga.edu

706-542-2059

Executive Assistant to the Dean

- Foundation check requests
- Invoice payment requests

SPIA Information Technology

SPIAIT@uga.edu

Colter McWhorter

coltermc@uga.edu

706-542-6322

IT Manager

Damon Garner

djgarner@uga.edu

706-542-2106

IT Specialist

Departmental and Center Support Contacts

Dean's Office

Kim Bolen

kbolen@uga.edu

706-542-2059

Executive Assistant to the Dean

- Faculty onboarding
- Departmental Telephone Representative for Dean's Office, External Affairs, Student Affairs, POLS, Globis, and CITS
- Candler Hall access
- Dean's signature

Jake Schindler

Jacob.Schindler@uga.edu

706-542-2936

Research and Data Manager

- Pre-award sponsored projects/grants
- Space requests
- Visitor requests
- Course and room scheduling

Department of International Affairs

Bill Zachmann

zachmann@uga.edu

706-542-6705

Office Manager (Administrative Specialist)

- Departmental administration
- Course sectioning officer for IA
- Grade changes
- Faculty hire management
- Departmental Telephone Representative

Department of Political Science (and the Survey Research Center)

Wendi Finch

wendif@uga.edu

706-542-2057

Office Manager (Administrative Specialist)

- Departmental administration
- Course evaluations for POLS

Merritt Brock

merritt.brock@uga.edu

706-542-9295

Administrative Specialist

- Course sectioning officer for POLS
- Survey Research Center HR and scheduling

Department of Public Administration and Policy

Rebecca Blakeney

Rebecca.blakeney@uga.edu

706-542-9660

Office Manager (Administrative Specialist)

- Departmental administration
- Departmental assistance with travel, expense reimbursements, and purchasing prior to submission
- Departmental Telephone Representative

Center for Global Issues

Jessica Dick

jedick@uga.edu

706-542-6633

Operations Coordinator (Public Service Professional)

- Center administration
- Study Away program development and oversight

Center for International Trade and Security

Allison Mixon

apmixon@uga.edu

706-542-2992

CITS Administrative Specialist

- Center administration