

Vice President for Student Affairs

Les Cook, Vice President

Beth Pollins, Assistant to the VP

- VP's executive assistant, managing calendar, communicating to internal and external constituents, and frequently interacting with students, staff, faculty and senior-level administration
- Assist the VP with project development/management and organizational activities for DSA
- Provide budget oversight for unit budget expenditures. Provide guidance and act as liaison to the unit budget managers
- Assist VP with matters pertaining to all Division Units
- Assist with crisis management and communicate as necessary with appropriate agencies
- Participate in and work closely with Student Affairs Leadership Team (SALT)
- Supervise support staff and student workers

Lisa Eubanks, Office Assistant V

- Provide clerical assistance to the Vice President, the Assist. to the VP, and the Dean of Students
- Assist with daily inquiries from students, staff and faculty
- Process repeat requests, late drop requests, reinstatements and academic appeals
- Schedule appointments for the Dean of Students Office
- Absence verifications
- Budget and payroll
- Monitor/order office supplies
- Monitor and respond to the SA-L emails
- Compile data for year end reports

Dean of Students

Gloria Melton, Dean of Students

- Oversees Student Judicial Affairs, Counseling Services and Career Center
- Administers and interprets university Academic/Scholastic Standards policies and procedures (course overload and repeats; academic probation, suspension, dismissals; late drops; excused absences)
- Coordinates Services for Students with Disabilities
- Serves as judicial hearing and appeal officer
- Collaborates with academic units and advisors and provides general academic advising to students
- General crisis management
- Advisor for Blue Key Honor Society
- Supervise Patricia Gotschalk, Donald Williams, Jim Turnquist, Robert Bishop and Debra Forsell

Debra Forsell, Sr. Staff Assistant

- Coordinate daily administrative functions of academic standards, judicial affairs and disability services
- Assist with daily inquiries from students, staff and faculty
- Maintain student disability services records, prepare accommodation memos for instructors, and proctor exams for students with special needs
- Assist Director and Assoc. Director of Student Judicial Affairs with processing and tracking judicial cases
- Coordinate academic suspension/dismissal, petitions for appeal of academic suspension/dismissal, and probation processes

Student Judicial Affairs

Patricia Gotschalk, Director

- Manage all aspects of the Office of Student Judicial Affairs
- Hear cases and appeals of undergraduate and graduate students, and student organizations
- Supervise Associate Director and 5 hearing officers
- Train hearing officers and judicial boards
- Prepare compliance reports for Drug Free Schools Act
- Develop policies and procedures in compliance with state and federal laws
- Provide orientation to new faculty, GTA's, Housing staff, domestic and international students
- Assess Student Judicial Affairs programs

Robert Bishop, Associate Director of Student Judicial Affairs and Student Development

- Assists in administering and assessment of the student code of conduct
- Assists in administering academic/scholastic standards
- Serves as a hearing officer for individual student and student organization judicial processes
- Lead the development and promotion of the Restorative Justice model
- Provides general academic advising to students and assist in administering academic standards (permissions for course overloads and repeats; academic probation, suspension, and dismissals; evaluation of late drops and excused absences)
- Chair of campus-wide Diversity, Integrity and Justice discussion group
- Certified Challenge Course Lead Facilitator

- University representative for Houghton/Keweenaw Sexual Assault Coalition
- Liaison to Cooperative Campus Ministry

Career Center

James Turnquist, Director

- Responsible for developing and implementing an overall vision for the Career Center
- Develop and administer complete career services for students and alumni including career counseling, cooperative education, internships, job search strategies and placement needs
- Hire, train, supervise and evaluate staff
- Develop, administer annual departmental budget
- Devise, on a regular basis, new strategies to connect Michigan Tech students with employers
- Represent University and its students to the corporate world: market the department and its services to corporate and the University community
- Provide effective link between academic departments and corporate world
- Develop, implement and manage fundraising processes. These monies supplement the Career Center's operating budget
- Critique resumes and conduct mock interviews
- Market the University and students to potential employers
- Develop relationships with employers through on sight visits and printed information

Jeffery Kangas, Asst. Director/Cooperative Education Coordinator

- Responsible for providing career counseling to students including individual and group counseling, program development. Serve as liaison with faculty and employers
- Responsible for career advising to Michigan Tech students
- Administer and interpret career interest inventories
- Critique resumes and conduct mock interviews
- Assist with job fairs
- Direct the cooperative education and the summer internship programs
- Arrange special meetings between employers and University personnel
- Seek to expand employment opportunities for students by maintaining close contacts with employers
- Conduct workshops and seminars on various job search related topics
- Developed, maintain and serve as the Faculty of Record for the UN 2525 class

Tina Giachino, Manager of Job Development

- Develop and diversify various job opportunities for students and alumni
- Market Michigan Tech to the private and nonprofit sectors of the economy
- Expand employer database
- Develop, implement and maintain a marketing program to encourage interaction between Michigan Tech and employers
- Serve as liaison between employers, student organizations, academic departments and Career Center
- Prepare and assist with compilation of statistical and employment data for campus and external usage

- Market and manage the Career Center Partners Program which generates revenue to supplement operating budget
- Secure interview rooms for post job fair on campus interviews
- Critique resumes and conduct mock interviews

Gina Goudge, Coordinator for Career Services Programs

- Manage the day-to-day operations of Career Center
- Train, supervise, coordinate and evaluate support staff and work study personnel
- Manage, coordinate and facilitate Career Center sponsored programs, including 2 major fundraising job fairs
- Provide financial coordination and accounting assistance including analyzing, monitoring and recommending action concerning departmental accounts
- Prepare, develop, edit and format departmental reports
- Oversee the maintenance of the Harold Meese Building
- Critique resumes and conduct mock interviews
- Market services to students

Matthew McCormick, Analyst Programmer

- Provide leadership and technical expertise for the incorporating of technology into the University Career Center and Alumni Relations
- Develop, implement, coordinate and support the Career Center and the Alumni Relations database management systems
- Create and maintain websites for Career Center and Alumni Relations

- Serve as System Administrator in the Career Center and Alumni Relations departments
- Identify security risks and implement solutions
- Provide ad hoc reports using the various departmental software systems
- Develop interactive statistical reporting database websites
- Supervise and train student I.T. related support staff

Julie Way, Career Advisor

- Assist in providing students and alumni career exploration and development services
- Promote relationships with employers to enhance recruitment
- Develop and present on campus and community workshops and seminars
- Plan and manage large scale projects, events, and publications; such as the volunteer program, job shadow program and other educational programs
- Serve as liaison between employers and students
- Assist employers in indentifying degrees and majors that best meet staffing needs
- Collaborate with on campus academic departments to integrate career development programming into the curriculum

Rita Smith, Staff Assistant N6

- Responsible for the scheduling of all on campus interviews
- Coordinate with employers, interviews to insure best possible results
- Develop and maintain positive relationships with both students and employers
- Interact with employers to acquire information needed to facilitate the

interview scheduling process for on campus interviews

- Conduct Career Center orientation related sessions with students (one-on-one basis) as needed
- Accurately input and maintain employer information into the departmental software system
- Notify students of pending on campus interviews
- Generate Career Center recruiting reports as requested by management
- Interact with walk ins and answer telephone
- Schedule and maintain an electronic calendar for exempt personnel

Adam Griffis, Office Assistant N4

- Provide administrative support for various areas of the Career Center
- Provide back up to all support staff
- Interact with employers and academic/administrative departments to acquire information needed to facilitate various Career Center programs
- Conduct Career Center orientation related sessions with students (one-on-one basis) as needed
- Coordinate the volunteer/mock interviews
- Assist with job fairs
- Coordinate the logistics of the cooperative education and summer internship programs. This includes scheduling students with UN 3002, UN 5002 co-op classes
- Interact with walk ins and answer telephone
- Generate Career Center recruiting reports as requested by management
- Schedule and maintain an electronic calendar for exempt personnel

Laura Givens, Office Assistant N3

- Provide clerical and administrative support functions for the Career Center
- Positively represent the department and respond to the needs of the external customers as well as University, students, staff and administrators
- Coordinate routine office operations and special projects, compose and type routine correspondence
- Serve as department's main receptionist
- Assist in the creation of publications as needed
- Schedule and maintain electronic calendar for exempt personnel
- Assist the Coordinator of Career Center Programs with coordination of various programs, events, seminars and job fairs
- Assist with the monitoring and preparing of interview schedules/packets
- Assist employers with recruiting needs
- Accurately input and maintain detail information in the Career Center software system

Counseling and Wellness Services

Donald S. Williams, Director

- Provides individual, couple and group therapy for Michigan Tech students and their significant others.
- Presents workshops and guest lectures on a variety of mental health related subjects.
- Consults with faculty, staff and parents and refers to other agencies or resources as needed.
- Provides supervision to all counseling services staff, contracted employees, nurse practitioner and graduate intern.
- Member of Assessment Committee.
- Member of EIT Committee.
- Member of Crisis Response Team.

Michelle M. Bangen Wellness Coordinator

- Works cooperatively with faculty, staff and students to develop an educational wellness program
- Co-chair of the University Wellness Team
- Supervisor for POWER (Peers Offering Wellness Education Resources).
- Coordinator in a joint appointment with Exercise Science working on a lifetime fitness curriculum
- Develop and implement health & wellness initiatives/programs

Karen Chapin, Managerial Secretary 6

- Provide clerical and administrative support for Counseling Services personnel as well as serving as the department's receptionist.
- Positively representing Counseling Services and assist to the needs of the University, students, staff and administrators as well as visitors to our campus.
- Answering and routing of telephone calls for counseling services staff.
- Schedule and maintain daily confidential schedules of the counselors, wellness coordinator, nurse practitioner, psychiatrist, nutritionist and graduate intern.
- Maintain the on-call schedule for the counselors.
- Monitoring, maintain and provide financial coordination of all budgets and indexes, petty cash and procurement cards for the department.
- Maintain all correspondence and files for the department.
- Processing and maintaining of payroll.
- Maintaining and updating statistical data as needed as well as processing and provide annual and other reports on data gathered.

- Recording and processing of weekly staff minutes.
- Maintain records and schedule necessary repairs for office equipment.
- Maintain and purchase office supplies as needed or requested.
- Maintain records and schedule necessary alcohol education assessments and classes.
- Create and maintain all confidential files, letters, memos, etc. for Counseling Services.
- Scheduling and processing of travel arrangements.
- IT SAS representative and coordinator for Counseling Services.
- Space Committee member for the University.

Richard C. Johnson, Clinical Counselor

- Provides individual, couple and group therapy for Michigan Tech students and their significant others.
- Presents workshops and guest lectures on a variety of mental health related subjects.
- Consults with faculty, staff and parents and refers to other agencies or resources as needed.
- Originally hired as a one year temporary staff but is now in his 5th year due to his popularity with our students.

Lisa Meyer, Nurse Practitioner

- See students' when/if a medication might help them perform better psychologically or educationally.
- Works closely with our clinical staff and Dr. Allison Helman at Portage Health as well as Dr. Miljour our consulting psychiatrist.

Dr. Miljour, Psychiatrist

- Consults with our clinical staff and the nurse practitioner to review difficult or unusual cases to offer suggestions and possible alternative means of helping the student.

Crystal Primeau, Clinical Psychologist

- Provides individual, couple and group therapy for Michigan Tech students and their significant others.
- Presents workshops and guest lectures on a variety of mental health related subjects.
- Consults with faculty, staff and parents and refers to other agencies or resources as needed.
- Has extensive training in psychological and educational testing.

Nancy Taglione, Clinical Social Worker

- Provides individual, couple and group therapy for Michigan Tech students and their significant others.
- Presents workshops and guest lectures on a variety of mental health related subjects.
- Consults with faculty, staff and parents and refers to other agencies or resources as needed.
- MBTI Presentations.
- EMDR Techniques.

Lawrence A. Wall, Psychiatric Social Worker

- Provides individual, couple and group therapy for Michigan Tech students and their significant others.
- Presents workshops and guest lectures on a variety of mental health related subjects.
- Consults with faculty, staff and parents and refers to other agencies or resources as needed.
- MBTI Presentations.
- Tai Chi Presentations.

Enrollment Services

John Lehman, Assistant Vice President

- Lead a thriving team of six areas with over fifty staff members in the departments of Admissions, Financial Aid, International Programs and Services, the Office of Student Records and Registration the YES! Expo, as well the Enrollment Services Information Systems work group
- Pilot the vision, development, initiation, and realization of the University's comprehensive enrollment plan
- Develop a student-centered, culture of care ethic among student service personnel
- Assist Student Affairs to realize its mission and vision

Lynda Heinonen, Administrative Aide

- Provide administrative support to Assistant Vice President
- Coordinate Leading Scholar Event
- Coordinate YES! Expo logistical needs
- Coordinate Student Handbook
- Coordinate annual Student Award Event
- Monitor budget

Admissions

Allison Carter, Director of Admissions

- Supervise Mark and Kyle
- Supervise telecounseling center & students
- Supervise student interns
- Supervise regional Staff (RAMs)
- Manage communication plan/timeline

Mark Provoast, Asst Director of Admissions

- Transfer student recruitment and advising
- Review applications
- Budget management
- Supervise Erin
- Coordinate college fair calendar

Kyle Rubin, Coord. of Enrollment Comm.

- Coordinate admissions publications/letters
- Oversee e-marketing (website, Husky Hub, external site updates)
- Manage local recruitment territory
- Facilitate dual-enrollment
- Manage STARnet

Erin Jarvi, Campus Visit Coordinator

- Coordinate campus visit program
- Supervise student tour guides
- Manage UP and distance recruitment territory
- Plan Open House & Preview Day
- Oversee student ambassador program

Debbie Strieter, Sr. Staff Assistant

- Assist Ali & on-campus staff
- Assist RAM staff with visit posters, post cards
- Coordinate Houghton MACRAO college fair
- Assist with campus visit program
- Supervise work study students
- Transcript entry
- Enrollment roster
- Assist with mailings/communication plan
- Budget assistance, general office assist.
- Payroll/purchase orders/check requests
- Oversee mtu4u email

Kathy Ross, Office Assistant 4

- Application entry/verification
- Assist with campus visit program
- Coordinate alumni award program
- General office assistance

Diane Wareham, Office Assistant 4

- Application entry/verification
- Assist with campus visit program
- Coordinate department assessment
- General office assistance

Ninette Carlson, Regional Adm Manager

- Manage MN/WI recruitment territory
- Serve on Twin Cities Regional Admissions Representatives board

Lynn Gaus, Regional Adm Manager

- Manage WI recruitment territory

Bob Hale, Regional Adm Manager

- Manage Southeast MI recruitment territory

Chrissy Litoborksi, Regional Adm Manager

- Manage Chicago recruitment territory
- Serve on Chicago Area Regional Representatives board

Linda Seder, Regional Adm Manager

- Manage Northern Lower MI recruitment territory

Jen Van Essen, Regional Adm Manager

- Manage Southeast WI/Northern IL recruitment territory

Darnishia Slade, Regional Adm Mgr

- Manage Metro-Detroit recruitment territory
 - Coordinate Open House bus trip
 - Coordinate senior send-off and Pref for Tech
 - Assist with ACG transcript review (summer)
- Assist in office & with tours (summer)

Jaclyn Timmer, Regional Adm Manager

- Manage Southwest MI recruitment territory

Enrollment Services Information Systems

Karen Giddings, Manager ESIS

- Supervise Shellie, Denise, Marcus and Gary
- Project Coordination and Prioritization
- Student System Functional Lead
- OSRR Functional Lead
- Student System Projects
- DARS Functional Support
- ESIS Budget
- ESIS Policy and Procedures

Shellie Crisman, Senior Business Systems Analyst

- Admissions and IPS Functional Lead
- Admissions and IPS Projects
- EMAS
- HuskyHub
- Dashboard
- Admissions and IPS Reporting
- SAS Liaison – Admissions and IPS

Denise Spagnotti, Business Systems Analyst

- Student System Reporting
- Banner Student System Access
- Student System Projects
- Supervise Student Web Master
- SAS Liaison – OSRR

Marcus Wood, Business Systems Analyst

- Financial Aid Functional Lead
- Banner Financial Aid System Access
- Financial Aid Reporting
- SAS Liaison – Fin Aid
- ImageNow

Gary Smith, Data Specialist

- Test Scoring
- EMAS Data Loads
- Noel Levitz Reporting
- Tape Loads
- Desktop Support
- Surveys

Financial Aid Office

Tim Malette, Director of Financial Aid

- Administers federal, state, institutional, and private student aid programs
- Administers Athletic Grant programs
- Maintains budgets
- Vice-Chair of University Scholarship Comm.
- Supervises Marie and Sheri

Bill Roberts, Senior Associate Director for Financial Aid

- Administers Tuition Reduction Incentive and Michigan Indian Tuition Waiver programs
- Processes BIA applications, outside scholarships/benefits applications and dorm release requests
- Coordinates Fin Aid communications
- Verifies application files
- Meets with campus visitors

Marie Ryding, Associate Director for Financial Aid

- Administers institutional and sponsored scholarships
- Administers state and federal work study programs
- Assists Coop students
- Secretary of University Scholarship Committee
- Meets with campus visitors
- Leading Scholars visit program coordinator

Colleen Erva, Assistant Director of Fin. Aid

- Administers federal student loan programs
- Processes special circumstance requests
- Verifies application files
- Completes student status confirmation report
- Leads the return of Title IV funds

Rob Roose, Assistant Director of Fin Aid

- Administers state scholarship and grant programs
- Receives FAFSA records from US Dept. of Education
- Records satisfactory progress
- Veterans Fin Aid Coordinator
- Verifies application files
- Meets with campus visitors

Sheri Thomas, Financial Aid Administrator

- Administers Pell, Academic Competitiveness, and National SMART Grant programs
- Leads FAFSA review process
- Requests application documentation
- Verifies application files
- Federal Fin Aid Policy Coordinator

Linda Fontaine, Loan Administrator

- Receives and processes federal, state, institutional, and private student loans
- Transmits and receives lender files
- Coordinates summer aid
- Verifies application files

Karen Anderson, Staff Assistant

- Assist students and families with financial aid questions
- Track outside resources (scholarships and benefits) and over awards
- Prepare, process and monitor aid and scholarship award letters and certificates
- Process payroll, maintain records, order supplies
- Enter awards & monitor acceptance
- Supports the fin aid staff with administrative needs

Jackie Ellenich, Secretary 4

- Receive, answer, or direct phone calls
- Greet and assist visitors with questions
- Respond to inquiries confidentially
- Receive mailing and documents
- Process data into Banner system

International Programs and Services

Vacant, Director

- Strategic planning, direction, budget and supervision of the office of International Programs and Services.
- Policies and procedures
- Serves as the PDSO and RO
- Liaison to academic units
- International recruitment & enrollment plan
- Identifying of international exchanges, partners, & development
- Global diversity programming
- Alumni programming

Dr. Marilyn Vogler, Associate Director

- Coordinate international exchanges for quality control
- Serve as key liaison to faculty and academic units on development of international exchanges
- Develop web site section related to international exchanges for academic community
- Back up for the director
- Develops information and material
- Offers educational workshops on immigration topics
- Crisis counseling
- Immigration advising
 - Reduced course load (medical reasons only), Maintains F-1 & J-1 visa status, Change of Visa Status, Reinstatement and Employment

Dr. Elizabeth Murrell, Coordinator of International Admissions

- Serves as the key contact for all admissions within the U.S. and from abroad
- Provides updated information on international admissions process
- Evaluates foreign transcripts & Gen Ed credit transfer
- Processes international admissions
- Create initial I-20 in Banner
- Maintains information on prospective and newly admitted students
- Prepares and complete information on international admissions
- Develops and updates correspondence and information material
- Communicates with admitted students, parents, agents
- Serves as the advisor to the new students
- Develops prospective student section material for the IPS website
- Assists with new international student orientation
- Coordinate International Ambassador Scholarship / IPS Community Service program

Greta Gustafson, Coordinator, Study Abroad

- Promote partnership with reciprocal foreign partners
- Plan, organize, and coordinate Study Abroad fairs and promotional events.
- Produce promotional and informational materials for study abroad fairs,

- Promote & market Study Abroad programs
- Recruit Study Abroad students
- Liaison with international partners
- Liaison with faculty initiated-led study abroad programs
- Key support for students studying abroad
- Review credit transfer for courses taken abroad
- Crisis counseling
- Admissions coordinator for exchange students

Mary Stevens, Senior Staff Assistant

- Administrative assistant to the Director
- Liaison to SAS & Business Systems Analyst
- Budgets, payroll
- Office management
- Supervise UAW, student & temporary support staff employees
- Assist/coordinate IPS & Study Abroad events; international visitors; IPS travel schedules
- Take minutes for IPS meetings
- Coordinate IPS programs/scheduling
- Update material for the IPS website & Student Affairs, Professional Development website
- Develop promotion and service handbooks
- Review and record receipt of SA app forms, monitor files for completeness
- Administer all e-mail alerts/announcements to prospective and current international and Study Abroad students

Janey Pindral, Staff Assistant

- SEVIS alerts/updates
- SEVIS registration
- Program extensions
- Transfer in
- Change of major, level &/or finances
- Add or delete dependents
- Batch and retrieve I-20 in SEVIS; Create initial DS-2019 in Banner and SEVIS
- Update I-20/DS-2019 (as necessary)
- Reduced course load (academic &/or last semester only)
- All special letters (travel, graduation invitation, social security, etc.)

Donna Armistead, Office Assistant

- Process information requests
- Process address changes
- Process incomplete international application deferrals and cancels
- Process fees collected
- Greet and assist customers
- Receive/route telephone calls, mail and IPS e-mail
- Schedule appointments for staff members
- Data entry/process international and SA student applications, test scores, etc. in Banner
- Review and verify application completeness
- Update information in Banner, generate letters and route applications to the admissions process
- Collect and record ISIC ID fees/create ID

Office of Student Records and Registration

Theresa Jacques, Interim Registrar

- All policy and procedures
- FERPA Education and Outreach
- Academic Calendar
- Contracts
- Budget
- Subpoena response
- Supervise Mike, Jean, Lisa and Vicky
- Oversees Degree Services and curriculum changes

Vicky Roy, Administrative Aide

- Provides administrative support to Registrar and departmental staff
- Readmits former students
- Processes student withdrawals
- Monitor OSRR budget
- Procedures development and maintenance
- Subpoena coordination and response
- Academic Calendar
- Payroll/purchase orders/check requests
- Supervise work study students
- Coordinates Undergraduate Catalog changes

Mike Johnson, Associate Registrar

- Academic records operation
- Residency reclassifications
- Mid-term and term end grade process
- Enrollment statistics
- Supervise Carol, Tom, Sharri, Kathy and Nancy
- Academic Calendar
- FERPA Education and Outreach

- Oversees student records, transfer services, student course registration and scheduling

Kathy Pintar, Registration Coordinator

- Student course registration
- Classroom space management
- Coordinates Schedule of Classes
- Maintains course section records
- Maintains course catalog changes
- Final exam schedule

Nancy Gagnon, Sr. Staff Assistant

- Coordinates all undergraduate transfer coursework for new MTU students and for continuing MTU students who earn credit from other institutions.

Sharri Karppinen, Administrative Aide

- Student commuter vehicle registration and parking
- Final grades and grade changes
- Process Dissimilar Repeats
- Diploma ordering and mailing

Carol Frendewey, Office Assistant

- Address and name changes
- Room reservations
- Ad Hoc report requests
- Student curriculum changes
- Guest Access

Thomas Henning, Office Assistant

- Transcript requests
- Enrollment certifications
- Coordinates VA education benefits
- Loan deferments
- Internal office calendar

Jean Burich, Degree Services Coordinator

- Degree auditing / verification
- Commencement eligibility
- Diplomas processing
- DARS implementation

Lisa Wallace, Administrative Aide

- Process degree petitions, applications and audits
- Verifies degree / certificates
- Maintains all student degree audit files
- Supervises Work Study student

YES! Expo and Educational Programs

Pete Cattelino, Director

- Event Management
- Programming
- Sponsor and school/student recruitment
- Budgeting
- On-site logistics
- Communications and promotions

Brian Hannon, Assistant Director

- Sponsor/exhibit recruitment
- Event delivery

Educational Opportunity

Shalini Suryanarayana, Executive Director

- National Student Exchange Coordinator (NSE)
- Michigan Space Grant Consortium Coordinator (MSCG)
- Directs activities of the Educational Opportunity Department

Maryann Wilcox, Administrative Associate

- Office Manager/Departmental Coordinator
- Budgets Coordinator
- Payroll/Employment Supervisor
- Assistant for NSE and MSGC
- Coordinate Elderhostel Program

Outreach & Multiethnic Programs (OME)

Kari Brown, Director, African American Outreach Coordinator

- Resource for African American and African student issues (undergraduate, graduate and alumni)
- Resource for diversity-related activities (presentations, networking, programs)
- Fundraising for multicultural activities
- Coordinate annual multiethnic events
 - Black History Week
 - Martin Luther King Week
 - Women's Week

Lori Muhlig, Native American Outreach Coordinator

- Resource for Native American student issues (undergraduate, graduate and alumni)
- Resource for diversity-related activities (presentations, tribal contacts, grants, networking)
- MICUP Programs, associate director
- Native American Speaker's Forum, director
- Spirit of the Harvest Powwow, director
- Provide assistance to academic departments with proposals that have a diversity component
- Outreach to tribal people: creating dialogue about Michigan Tech and fostering an environment of success for Native people
- Parade of Nations, co-director

Madeline Mercado Voelker, Hispanic/Latino Outreach Coordinator

- Create and organize programs devoted to Hispanic culture; exhibits, events, informational seminars representing the culture; fostering awareness of the needs and contributions of Hispanics
- King Chavez Parks (KCP) Michigan College/University Partnership (MICUP) Program – Unlock your Future Program, director
- Initiate and coordinate University-wide graduate recruitment in Puerto Rico
- Recruitment of undergraduate, graduate, and underrepresented minority students, particularly Hispanic students
- Michigan Tech student organization, Nosotros/SHPE, advisor
- Liaison for Michigan Tech's and Mexico's Council of Science and Technology (CONACYT)

- University liaison for Hispanic Association of Colleges & Universities
- Serve as Spanish translator for the University community, departments and visits from representatives from Latin America
- Parade of Nations, co-director

Vacant, Office Assistant

- Support for OME programs
- Support for Special Academic Programs
- Contact for building maintenance
- EdOpp payroll coordinator
- Maintenance of office equipment

ExSEL Programs

Susan Liebau, Director

- Responsible for ExSEL program development
- Campus contact for ExSEL related programs (students, parents, other)
 - NACME Scholars
 - Wade McCree
 - Detroit Compact Scholars
- Make a Difference Foundation – Michigan Tech e-tutoring initiative, coordinator
- ExSEL budgets and grant questions, coordinator
- Preparation of reports required by granting agent for ExSEL program
- Provide support for ExSEL students
- Provide leadership opportunities for upper level students
- MentorNet, campus representative and coordinator
- UN1000 Frameworks for Success course development
- Resource and development for retention-related proposals

Karmen Markham, Coordinator

- Communicating with participants, parents or guardians and other relevant parties such as advisors
- Teaching sections of *Frameworks for Success* course
- Performing grade monitoring and subsequent communication with students by phone, email or in one-on-one meetings
- Oversight of management and assignments of mentors
- Supporting 45 grant-writing and reporting responsibilities

Wendy Davis, Staff Assistant

- Administrative Support for ExSEL programs
- Assist in management of ExSEL Peer Mentors
- Secondary staff support for OME and EdOpp
- Coordination of ExSEL program mailings and grade monitoring
- Develop/edit the ExSEL newsletter

Special Academic Programs (SAP)

Lori Witting, Coordinator

- Department of Education and EdOpp Teacher Professional Development Program coordinator and Conference(s) & Elderhostel coordinator
- Assist student organizations in hosting regional conferences
- Assist with NSE and REU coordination

K-12 Outreach

Steve Patchin, Director

- K-12 school and corporate partnership development and maintenance
- Fundraising
- Grant writing – K-12 outreach, collaborating with academic departments and Corporate Services
- K-12 program development
- Youth Programs Director
- Program liaison for DAPCEP, GRAPCEP, and MCAP
- Directs Ford Partnership for Advanced Studies (Ford PAS)
- Secondary Education Outreach
- Teach Professional Development Workshops
- Youth Programs programming support
- Assist with proposal development

Cody Kangas, Youth Programs Coordinator

- Oversees Youth Programs mailings
- Academic Program coordination
- Coordinate YP summer hiring, training, and supervision of counselors and instructors
- Oversee YP data
- Facilitate YP transportation needs
- Oversee summer residence hall program
- GEAR-UP/College Day partnership questions

Kristi Isaacson, Associate Coordinator

- Oversee student coordinators
- SAS liaison
- Banner database conversion
- Design & publication – mailing updates
- Common Selection Committee
- Student Affairs training committee
- Expos/events
- Advertising/marketing
- Coordinate Summer Youth Program transportation
- Coordinate SYP hiring, planning, scholarships, application processing/database, mailings

Rose Martell, Youth Programs Staff Assistant

- Youth Programs literature
- YP database inquiries
- YP primary point of contact, including for logistics of academic components
- YP accounting, budget tracking, payroll and HR-related processing
- Assist K-12 Outreach Director

Deborah Maki, Youth Programs Secretary

- Accounting for Youth Programs ,payroll
- Process YP enrollment applications
- Process YP summer employment applications
- Maintain various spreadsheet
- Assist with phone calls/customer service
- Provide support necessary for department operations

Institutional Diversity

Christine S. Anderson, Director, Special Assistant to the President

- Work with the campus community to design and establish processes, procedures and programs to positively impact the University's diversity strategic plan and administer the Climate Study
- Advise the President, Executive Team, Deans, SALT and Directors
- Be the liaison for the University's external diversity partners and seek out and nurture new partnerships
- Assist in identifying funding opportunities to support diversity at Michigan Tech
- Review and help fine tune academic and administrative diversity plans

- Work with the Executive Director and other Educational Opportunity staff to maintain and evaluate current and new diversity-related programs

Carol Argentati, Staff Assistant

- Assist Special Assistant to the President and provide administrative support
- Office Manager
- Payroll coordinator
- Liaison & coordinator for:
 - Educational Opportunity Corporate Advisory Board
 - Presidential Council of Alumnae
 - Visiting Women & Minority Lecturer/Scholar Series Program

Beverly Auel, Office Assistant

- Monitor departmental indexes and answer related questions
- Budget report support for the KCP Future Faculty Program, ExSEL, MICUP and Visiting Professors
- Administrative support for the KCP Future Faculty Program and GEM fellowships
- Administrative assistance for Michigan Tech's academic Summer Semester

Student Life

Beth Wagner, Asst. VP Student Life

- Oversee COMPASS, Housing Facilities, Housing & Residential Life, Student Activities
- Supervise Travis, Andre, Kerri & Jared
- Assessment and fundraising with Jen O
- Lead goals, initiatives, policy, procedure, budgets, staffing, training, events, programs and projects

Jen Van Essen, Assoc. Director of Student Life, Regional Admissions Manager

- Admissions Manager, Milwaukee
- Assessment and fundraising

Lisa Pignotti, Staff Assistant, Student Life and Housing & Residential Life

- Reception Student Life & Housing & Residential Life Office
- Support for Beth and Lisa M.
- Student room and locker keys - Wads
- Promotion tables – all halls
- Guest room reservations
- Meeting rooms - Wads
- Early arrivals/Late departures
- Manage On-Call website

Housing & Residential Life

Travis Pierce, Director

- All Housing & Residential Life functions for Halls & Apartments
- Chief housing Officer
- Supervise Heather, Lisa, Patti & Jim
- Budgets
- Incoming & current student housing updates, policies/procedures, contract releases & recontracting
- Live –on staff issues
- Coordinate residential student org. advisors
- Crisis

Heather Simpson, Asst. Director

- Supervise Non-Learning Community Coordinators, Resident Assistants & Andrea
- Oversees Desks & Husky Host Program
- Summer Programs & Summer School
- Advise IRHC Governmental
- Judicial Liaison - Halls
- Live-on East Wadsworth Hall

Andrea Bowser, Office Assistant

- Summer Programs Support
- Student room keys- McNair
- Desk supervision, support, supplies payroll
- Meeting Rooms - McNair

Patti Kirk, Asst. Director

- Supervise Learning Community Resident Assistants, Community Coordinators, Peer mentors and Ginger
- Summer reading
- Advise McNair Hall Association (MHA)
- Judicial Liaison – Halls
- Crisis
- Live-on for McNair
- Hall wellness & academic initiatives

Ginger Sleeman, Office Assistant

- Support for Travis, Patti and Heather
- Judicial support for halls
- H&RL Student payroll
- Bulletin board approval
- Alcohol permits

Lisa Moyle, Coordinator, Housing Operations

- All Res. Hall housing applications and contracts
- All Res. Hall assignments
- All room changes
- Summer students and Mach-1 assignments
- Single room waiting list/assignments
- Consolidation/Breakdown processes
- Post all credits and fees

Jim Schultz Asst Director, Apartment Housing & Life

- Coor. Apartment Housing
- Advise DH Resident Council
- Supervise CAs, CEA, Denise and Mary
- Judicial hearings - Apartments
- Crisis

Denise Wirtanen, Office Assistant, Apartment Housing & Life

- All apt. applications and contracts
- All apartment assignments
- Summer basic suite assignments
- Pine Mountain assignments
- Rental charges, history/housing verification forms, resident vacates
- Master schedule for cleaning, inspections and maintenance schedule
- Budgets

Mary Larson, Office Assistant, Apartment Housing & Life

- Support for Jim
- Reception for Apartment office
- Deluxe suite guest apartments
- Prepare incoming resident keys
- Reserve Community room
- Marquee sign
- Monthly newsletter

Housing Facilities

André Bonen, Director Housing Facilities

- All Facilities for all Halls & Apartments
- Supervise Glenn, Dale, Mike T, Mike C & Ed
- Budgets
- Tri-Hall Weight Club advisor

Yvonne Lander, Office Assist, Housing Facilities

- Parking for halls
- All damage charges
- Tri-Hall Weight Club support
- Support for Andre & Facilities staff
- Meeting Rooms – DHH
- Payroll

Mike Tomasi, Facilities Manager, Wads

- Maintenance and custodial needs

Ed Corrigan, Facilities Manager, McNair

- Maintenance and custodial needs

Glenn Ekdahl, Facilities Manager, DHH
and Security Manager

- Maintenance and custodial needs
- Security for the halls

Dale O'Brien, Facilities Manager,
Purchasing

- Space Manager for Housing
- Purchasing for Housing

Mike Clawson – Facilities Manager,
Apartments

- Maintenance and custodial needs
- Safety Rep for housing

Ruth Ojala, Office Assistant, Housing
Facilities

- Resident Orientation
- Support for Apartment Facilities
- Parking
- Maintenance charges
- Schedule repairs,
check-out paint supplies, vacuums
- Furniture installation and removal

Student Activities

Jared Johnson, Associate Director

- Oversees operation of the Student Activities Office
- Outdoor Adventure Program – Tech Adventures Rental Center, seminars and trips
- Assists with Tech Traditions (Homecoming, K-Day, Winter Carnival, Spring Fling)
- Advise Paddlers at MTU and USG

Jason Bergeron, Asst Director, Student
Activities for Greek Life and Leadership

- All Greek Life (Fraternities and Sororities –social)
- All Leadership (Leadership Symposium, LeaderShape)
- Assists with Tech Traditions (Homecoming, K-Day, Winter Carnival, Spring Fling)
- Live-on DHH
- Advise DHHC
- Judicial Hearings

Rachel Wussow, Assistant Director,
Student Activities, Student Organizations
and Community Services

- All student organizations
- Community Service
- Assists with Tech Traditions (Homecoming, K-Day, Winter Carnival, Spring Fling)
- Safe Place Program
- Late night programming
- Live on Daniel Heights
- Advise Broomball, IRHC
- Judicial hearings

Chris Nightingale, Student Activities
Coordinator

- Oversees day to day operations of rental center & scheduling
- Assists with trip planning and executing
- Oversees TECH Challenge Course and renovations
- Trip Leader
- Assists with Tech Traditions (Homecoming, K-Day, Winter Carnival, Spring Fling)

Mary Ann Struthers, Staff Assistant

- Supports Jared, Jason, Rachel and Chris
- Student Activities budgets, payroll, etc
- Coordinates the Community Expo
- General support for other Student Activities programming

Carol Janisse, Student Organization
Secretary

- Supports USG, Lode and general student organizations
- Payroll for the Lode
- Student Organization Weekly News Brief
- USG off-campus housing list

COMPASS

Kerri Sleeman, Director

- First-year Grade Processing/Probation
- Budget
- Academic advisor support/coordination
- Liaison and outreach for campus community for Academic Success
- Chair Student Success Task Force
- Assessment/learning outcomes
- UN1010 Coordination
- Oversee COMPASS Website
- Supervise Michelle, Joan, intern and temp. staff

Michelle Nightingale, Asst Director

- Oversee Orientation Program, Staff, and budget
- Family Weekend
- Parent and Family Initiatives
- Chair Parents Fund committee
- The Tech Guide
- Mentoring initiatives
- Early warning initiatives
- Supervise orientation coordinators

Katie Russell, Coordinator, Orientation

- Orientation programs (first-year, transfer, athlete, parents)
- OES/OTL training
- Live- on staff
- Judicial hearings

Joan Pastore, Staff Assistant,

- Support for Kerri and COMPASS staff
- Grade Processing
- Communication with advisors, parents and students
- Maintain First Year files
- EXPO, Orientation forum, picnics
- Budgets, payroll, etc.