




AIMC SUPPORT STAFF

	TITLE	RESPONSIBILITIES	SEE FOR QUESTIONS ABOUT...
	Campus President Yasuo Tanaka ytanaka@aimc.edu	<ul style="list-style-type: none"> Managing the overall functioning of AIMC Implementing AIMC's Strategic Plan, Vision, Mission, & Values Serving as the primary liaison between the Board, Administration, and the College Overseeing the College's financial planning Ensuring compliance with federal, state and local regulatory bodies. 	Anything listed under responsibilities plus... <ul style="list-style-type: none"> General concerns or suggestions about the school/program/policies Matters related to the facility/building Human Resources issues
	Academic Director Thomas Siemann academicdirector@aimc.edu	<ul style="list-style-type: none"> Management of DAIM Completion Track Heading the Academic Standards Committee Ensuring adherence to state and federal regulations (ACAOM, CAB, BPPE) Curriculum planning & development, comprehensive exams, course evaluations Faculty recruitment, dev't, & evaluations Transfer credit evaluations Evaluation of student academic advancement 	Anything listed under responsibilities plus... <ul style="list-style-type: none"> Personal academic progress Faculty issues Compliance
	Clinic Director Ken Morris clinicdirector@aimc.edu	<ul style="list-style-type: none"> Director of AIMC clinic and clinical training program Liaison for off-campus training sites Managing clinic supervisors Updating clinic manuals Clinic Orientation OSHA & HIPPA compliance 	Anything listed under responsibilities plus... <ul style="list-style-type: none"> Clinic supervisor issues Clinic facilities Clinic protocols/policies CP 11-14 Points Exam
	Director of Academic Administration & Records Annie Yu advising@aimc.edu	<ul style="list-style-type: none"> Student Academic Advising & Guidance <ul style="list-style-type: none"> Recommending + Registering courses Monitoring degree completion progress Advising Guides Planning Didactic Schedules Directing Registrar's Office Explaining Academic Policies Coordinating Comprehensive Exams 	Anything listed under responsibilities plus... <ul style="list-style-type: none"> Academic Program Planning Your Academic Progress Your Schedule Academic Issues Helping you find school resources
	Director of Student Services Robbyn Kawaguchi studentservices@aimc.edu	<ul style="list-style-type: none"> Disability Accommodations Tutoring Complaints & Grievances; Title IX issues Continuing Education Courses Student Newsletters Graduation Ceremony Community Resources Alumni Association 	Anything listed under responsibilities plus... <ul style="list-style-type: none"> Discussing a school-related concern or filing a complaint Personal issues/counseling Student or campus-wide announcements Planning a student event
	Admissions Director Chelsea Broido admissions@aimc.edu	<ul style="list-style-type: none"> Overseeing the Admissions Dept. Managing leads Assisting students with the application process Meeting/interviewing prospective students Marketing, website, open houses 	Anything listed under responsibilities plus... <ul style="list-style-type: none"> Support for 1st year students Enrollment statistics Recruitment Orientation Re-enrollment

	TITLE	RESPONSIBILITIES	SEE FOR QUESTIONS ABOUT...
	Herbal Pharmacy Director Athene Eisenhardt herbpharmacy@aimc.edu	<ul style="list-style-type: none"> • Maintaining Herb Pharmacy Inventory Herbs, Granules, Tea Pills, and Topicals • All operations of Herb Pharmacy • Supervising Herb Room Clinical Internship • Supervising Herb Room Work Study • Helping maintain garden • Outreach and student education 	<ul style="list-style-type: none"> • Anything related to plants, herbal medicine, & herbal medicine making • Getting herbs prescribed for yourself • Purchasing items from the Herb Pharmacy • Requests/suggestions for Herb Pharmacy inventory • Online Therapeutic Research Database
	Clinic Manager Mackenzie Rubin clinicmanager@aimc.edu	<ul style="list-style-type: none"> • Creating and organizing the clinic shifts • Overseeing inventory of clinic supplies • Maintaining student clinical records • Preparing student folders and maintaining intern hours • Hiring and managing front desk staff 	Anything listed under responsibilities plus... <ul style="list-style-type: none"> • Scheduling makeup/shadowing shifts • Anything that is missing or broken in the clinic. • Front desk staff issues • Patient concerns
	Assistant Registrar Stacy Waters registrar@aimc.edu	<ul style="list-style-type: none"> • Managing Academic Records (grades, attendance, transcripts) • Enrollment Verification • Course Registration • Student Handbook 	Anything listed under responsibilities plus... <ul style="list-style-type: none"> • Requesting Transcripts/Diplomas • Student Portal • Student Forms (i.e. Add/Drop, Incomplete, Withdrawal)
	Administrative Support Specialist Stacy Waters accounting@aimc.edu	<ul style="list-style-type: none"> • Financial Aid disbursements • Tuition & fees processing • Student payment contracts • Supply orders • Vendor payments 	Anything listed under responsibilities plus... <ul style="list-style-type: none"> • Payment for student council orders • Parking permits • Financial Aid payments • Office/school supplies
	Admissions Manager Holly Rhea admissionsinfo@aimc.edu	<ul style="list-style-type: none"> • Leading Open Houses • Campus tours for prospective students • Leading New Student Orientation • Meeting with prospective students • Answering program inquiries • Assisting with marketing, graphics, photography, social media • Overseeing application process 	Anything listed under responsibilities plus.. <ul style="list-style-type: none"> • First-term student guidance • Student IDs • Admissions process in general • Connecting prospective students with current students • AIMC blog and social media
	Financial Aid Officer Victoria Labrador FAofficer@aimc.edu	<ul style="list-style-type: none"> • Federal Loan eligibility • In-school deferment • Title IV Regulation • Default Prevention & Financial Literacy • FISAP and CLERY ACT reporting • NSLDS Graduation reporting • Loan History/Loan aggregate limit • Federal Work Study eligibility 	Anything listed under responsibilities plus... <ul style="list-style-type: none"> • Federal Loan Limits • Entrance/Exit Counseling • Master Promissory Notes • Loan/Lender inquires • Repayment clarification

	TITLE	RESPONSIBILITIES	SEE FOR QUESTIONS ABOUT...
	<p>Librarian Patricia Ward pward@aimc.edu</p>	<ul style="list-style-type: none"> • Overseeing the Library & library staff • Managing library holdings and materials for circulation • Ordering textbooks • Assisting patrons with accessing books, media, references, catalogs, databases, etc. 	<p>Anything listed under responsibilities plus...</p> <ul style="list-style-type: none"> • Textbooks inquiries • Research assistance • Library holding suggestions • Library copy machine
	<p>Front Desk Receptionist Sital Muktari frontdesk@aimc.edu</p>	<ul style="list-style-type: none"> • Managing the front desk area • Prepping patient files • Answering phone calls • Maintaining communication between patients and practitioners • Scheduling patient appointments 	<p>Anything listed under responsibilities</p>
	<p>Project Coordinator Karen Villanueva projectcoordinator@aimc.edu</p>	<ul style="list-style-type: none"> • Liaison for outreach events & externships • Site visits to off-campus locations • Exploring potential externship sites • Representing AIMC at off-site meetings with Externship/Outreach partners 	<p>Anything listed under responsibilities plus... CALE Exam preparation</p>