





# AIMC SUPPORT STAFF

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

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|    | <b>Herbal Pharmacy Director</b><br>Athene Eisenhardt<br>herbpharmacy@aimc.edu   | <ul style="list-style-type: none"> <li>• Maintaining Herb Pharmacy Inventory Herbs, Granules, Tea Pills, and Topicals</li> <li>• All operations of Herb Pharmacy</li> <li>• Supervising Herb Room Clinical Internship</li> <li>• Supervising Herb Room Work Study</li> <li>• Helping maintain garden</li> <li>• Outreach and student education</li> </ul>  | <ul style="list-style-type: none"> <li>• Anything related to plants, herbal medicine, &amp; herbal medicine making</li> <li>• Getting herbs prescribed for yourself</li> <li>• Purchasing items from the Herb Pharmacy</li> <li>• Requests/suggestions for Herb Pharmacy inventory</li> <li>• Online Therapeutic Research Database</li> </ul>  |
|    | <b>Director of Marketing</b><br>Chelsea Broido<br>marketing@aimc.edu  | <ul style="list-style-type: none"> <li>• AIMC Website</li> <li>• AIMC Social media</li> <li>• Enrollment &amp; Marketing campaigns</li> <li>• Event promotion</li> <li>• Clinic marketing consultant</li> </ul>  | Anything listed under responsibilities plus... <ul style="list-style-type: none"> <li>• Any marketing-related issues</li> <li>• School branding</li> <li>• Community Outreach</li> </ul>   |
|   | <b>Administrative Support Specialist</b><br><u>Shirlin Dudonis</u><br><br>Registrar Issues:<br>registrar@aimc.edu<br><br>Bursar/Accounting Issues:<br>accounting@aimc.edu | <u>REGISTRAR</u> <ul style="list-style-type: none"> <li>• Managing Academic Records (grades, attendance, transcripts)</li> <li>• Enrollment Verification</li> <li>• Course Registration</li> <li>• Student Handbook</li> </ul> <u>ACCOUNTING</u> <ul style="list-style-type: none"> <li>• Financial Aid disbursements</li> <li>• Tuition &amp; fees processing</li> <li>• Student payment contracts</li> <li>• Supply orders</li> <li>• Vendor payments</li> </ul> | Anything listed under responsibilities plus... <ul style="list-style-type: none"> <li>• Requesting Transcripts/Diplomas</li> <li>• Student Portal</li> <li>• Student Forms (i.e. Add/Drop, Incomplete, Withdrawal)</li> <li>• Payment for student council orders</li> <li>• Parking permits</li> <li>• Financial Aid payments</li> <li>• Office/school supplies</li> <li>• Employment paperwork</li> </ul> |
|  | <b>Financial Aid Officer</b><br>Victoria Labrador<br>financialaidofficer@aimc.edu   | <ul style="list-style-type: none"> <li>• Federal Loan eligibility</li> <li>• In-school deferment</li> <li>• Title IV Regulation</li> <li>• Default Prevention &amp; Financial Literacy</li> <li>• FISAP and CLERY ACT reporting</li> <li>• NSLDS Graduation reporting</li> <li>• Loan History/Loan aggregate limit</li> <li>• Federal Work Study eligibility</li> </ul>  | Anything listed under responsibilities plus... <ul style="list-style-type: none"> <li>• Federal Loan Limits</li> <li>• Entrance/Exit Counseling</li> <li>• Master Promissory Notes</li> <li>• Loan/Lender inquires</li> <li>• Repayment clarification</li> </ul>   |
|  | <b>Library Director</b><br>Patricia Ward<br>pward@aimc.edu  | <ul style="list-style-type: none"> <li>• Overseeing the Library &amp; library staff</li> <li>• Managing library holdings and materials for circulation</li> <li>• Ordering textbooks</li> <li>• Assisting patrons with accessing books, media, references, catalogs, databases, etc.</li> </ul>  | Anything listed under responsibilities plus... <ul style="list-style-type: none"> <li>• Textbooks inquiries</li> <li>• Research assistance</li> <li>• Library holding suggestions</li> <li>• Library copy machine</li> </ul>   |
|  | <b>Clinic Student Liaison</b><br>Suriani Abdul Rani<br><u>clinicliaison@aimc.edu</u>  | <ul style="list-style-type: none"> <li>• Overseeing clinic shift scheduling</li> <li>• Managing externship schedules</li> <li>• Herbal Pharmacy support</li> </ul>   | Anything listed under responsibilities plus... <ul style="list-style-type: none"> <li>• Make-up shift scheduling</li> <li>• Student clinic issues</li> </ul>   |

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|    | <b>Project Coordinator</b><br>Karen Villanueva<br>projectcoordinator@aimc.edu  | <ul style="list-style-type: none"> <li>• Liaison for outreach events &amp; offsite internships</li> <li>• Site visits to off-campus locations</li> <li>• Exploring potential internship sites</li> <li>• Representing AIMC at off-site meetings with Internship/Outreach partners</li> </ul> | Anything listed under responsibilities plus... <ul style="list-style-type: none"> <li>• CALE Exam preparation</li> <li>• Internship program and training development</li> </ul>   |
|    | <b>IT Clinical Specialist</b><br>Edgar Mojica<br><br>Clinic IT Issues:<br>edgar@aimc.edu<br><br>Patient Relations:<br>frontdesk@aimc.edu | <ul style="list-style-type: none"> <li>• Management of Jane scheduling platform</li> <li>• Technical support for telemedicine</li> <li>• Maintaining patient files</li> <li>• Communication with patients</li> <li>• Scheduling patient appointments</li> </ul>                              | Anything listed under responsibilities plus... <ul style="list-style-type: none"> <li>• Student training in Jane &amp; telemedicine</li> <li>• Patient grievances</li> </ul> Patient Outreach (in conjunction with Marketing) |
|    | <b>Admissions Assistant</b><br>Rahanna Frykberg<br>rfrykberg@aimc.edu  | <ul style="list-style-type: none"> <li>• Providing administrative support for Admissions</li> <li>• Assisting with various enrollment and marketing tasks</li> </ul>   | Anything listed under responsibilities plus... <ul style="list-style-type: none"> <li>• AIMC mailing lists</li> <li>• Orientation materials</li> </ul>  |
|  | <b>Marketing Assistant</b><br>Ally Magill<br>amagill@aimc.edu  | <ul style="list-style-type: none"> <li>• Providing administrative support for the Marketing Department</li> <li>• Assisting with telehealth rollout, CEU events, and various other AIMC event and promotional tasks</li> </ul>   | Anything listed under responsibilities plus... <ul style="list-style-type: none"> <li>• Student training in Jane &amp; telemedicine</li> <li>• Website maintenance</li> </ul>   |