

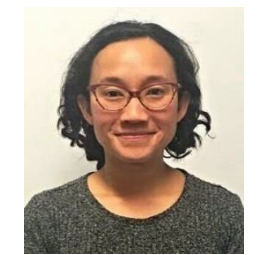




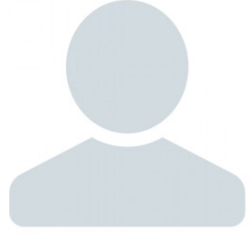
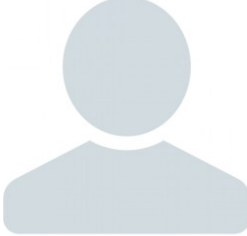


AIMC SUPPORT STAFF

	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
	Program Director Thomas Siemann academicdirector@aimc.edu	<ul style="list-style-type: none"> Management of DAIM Completion Track Heading of Academic Standards Committee Ensuring adherence to state & fed'l regulations: ACAOM, CAB, BPPE, OSHA, HIPPA) Curriculum planning & development, comprehensive exams, course evaluations Faculty recruitment, dev't, & evaluations Transfer credit evaluations Evaluat'n of student academic advancement 	Anything listed under responsibilities plus... <ul style="list-style-type: none"> Personal academic progress Faculty issues Compliance Telehealth/telemedicine
	Acting Clinic Director and Safety Committee Chairperson goberman@aimc.edu	<ul style="list-style-type: none"> Overseeing clinic & clinical training Liaison for off-campus training sites Managing clinic supervisors Clinic manuals Clinic Orientation OSHA & HIPPA compliance Telehealth/telemedicine Campus safety & health protocols 	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/ campus-wide announcements Student IDs Planning a student event
	Admissions Director Holly Rhea admissions@aimc.edu	<ul style="list-style-type: none"> Overseeing the Admissions Dept. Assisting with the application process Meeting/interviewing prospective students Enrollment Campaigns Facilitating Open house, Orientation, Campus tours AIMC scholarships 	Anything listed under responsibilities plus... <ul style="list-style-type: none"> Support for 1st year students Recruitment Re-enrollment Salesforce administration Admissions process in general

	TITLE	RESPONSIBILITIES	SEE FOR QUESTIONS ABOUT...
	Library Director Patricia Ward pward@aimc.edu	<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. 	Anything listed under responsibilities plus... <ul style="list-style-type: none"> Textbook inquiries Research assistance Library holding suggestions Library copy machine
	Marketing Director Ally Magill marketing@aimc.edu	<ul style="list-style-type: none"> AIMC Website AIMC Social media All Marketing campaigns Event promotion Clinic marketing consultant Telehealth rollout Alumni Relations 	Anything listed under responsibilities plus... <ul style="list-style-type: none"> Any marketing-related issues School branding Community Outreach Student Training in Jane & telehealth
	Clinic Student Liaison Suriani Abdul Rani clinicliaison@aimc.edu	<ul style="list-style-type: none"> Overseeing clinic shift scheduling Managing externship schedules 	Anything listed under responsibilities plus... <ul style="list-style-type: none"> Make-up shift scheduling Student clinic issues
	Administrative Support Specialist <u>Shirlin Dudonis</u> Registrar Issues: registrar@aimc.edu Bursar/Accounting Issues: accounting@aimc.edu	<u>REGISTRAR</u> <ul style="list-style-type: none"> Managing Academic Records (grades, attendance, transcripts) Enrollment Verification Course Registration Student Handbook <u>ACCOUNTING</u> <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"> Requesting Transcripts/Diplomas Student Portal Student Forms (i.e. Add/Drop, Incomplete, Withdrawal) Payment for student council orders Parking permits Financial Aid payments Office/school supplies Employment paperwork
	IT Clinical Specialist Edgar Mojica Clinic IT Issues: edgar@aimc.edu Patient Relations: frontdesk@aimc.edu	<ul style="list-style-type: none"> Management of Jane scheduling platform Technical support for telemedicine Maintaining patient files Communication with patients Scheduling patient appointments Managing student email accounts 	Anything listed under responsibilities plus... <ul style="list-style-type: none"> Student training in Jane & telemedicine Patient grievances Patient Outreach (in conjunction with Marketing)
	Project Coordinator Karen Villanueva projectcoordinator@aimc.edu	<ul style="list-style-type: none"> Liaison for outreach events & offsite internships Site visits to off-campus locations Exploring potential internship sites Representing AIMC at off-site meetings with Internship/Outreach partners 	Anything listed under responsibilities plus... <ul style="list-style-type: none"> CALE Exam preparation Internship program and training development

	<p>Admissions Assistant Rahanna Frykberg rfrykberg@aimc.edu</p>	<ul style="list-style-type: none"> • Providing administrative support for Admissions • Assisting with various enrollment and marketing tasks 	<p>Anything listed under responsibilities plus...</p> <ul style="list-style-type: none"> • AIMC mailing lists • Orientation materials
	<p>Financial Aid Officer Luke Chen financialaidofficer@aimc.edu</p>	<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 <p>Federal Work Study eligibility</p>	<p>Anything listed under responsibilities plus...</p> <ul style="list-style-type: none"> • Federal Loan Limits • Entrance/Exit Counseling • Master Promissory Notes • Loan/Lender inquires <p>Repayment clarification</p>
	<p>Herbal Pharmacy Director TBD herbpharmacy@aimc.edu</p>	<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 <p>Outreach and student education</p>	<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 <p>Online Therapeutic Research Database</p>