











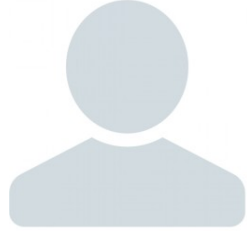



# AIMC SUPPORT STAFF

	TITLE	RESPONSIBILITIES	SEE FOR QUESTIONS ABOUT...
	<b>Campus President</b> Yasuo Tanaka 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> Thomas Siemann 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>Clinic Director</b> Joe Davis jdavis@aimc.edu	<ul style="list-style-type: none"> <li>Overseeing clinic &amp; clinical training</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> <li>Campus safety &amp; health protocols</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> </ul>
	<b>Director of Academic Administration &amp; Records</b> Annie Yu 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> Robbyn Kawaguchi 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/ campus-wide announcements</li> <li>Student IDs</li> <li>Planning a student event</li> </ul>
	<b>Admissions Director</b> Holly Rhea 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>Enrollment Campaigns</li> <li>Facilitating Open house, Orientation, Campus tours</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>Salesforce administration</li> </ul> Admissions process in general

	TITLE	RESPONSIBILITIES	SEE FOR QUESTIONS ABOUT...
	<b>Library Director</b> Patricia Ward 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>Textbook inquiries</li> <li>Research assistance</li> <li>Library holding suggestions</li> <li>Library copy machine</li> </ul>
	<b>Marketing Director</b> Ally Magill marketing@aimc.edu	<ul style="list-style-type: none"> <li>AIMC Website</li> <li>AIMC Social media</li> <li>All Marketing campaigns</li> <li>Event promotion</li> <li>Clinic marketing consultant</li> <li>Telehealth rollout</li> <li>Alumni Relations</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> <li>Student Training in Jane &amp; telehealth</li> </ul>
	<b>Clinic Student Liaison</b> Suriani Abdul Rani clinicliaison@aimc.edu	<ul style="list-style-type: none"> <li>Overseeing clinic shift scheduling</li> <li>Managing externship schedules</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>
	<b>Administrative Support Specialist</b> <u>Shirlin Dudonis</u>  Registrar Issues: registrar@aimc.edu  Bursar/Accounting Issues: 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>IT Clinical Specialist</b> Edgar Mojica  Clinic IT Issues: edgar@aimc.edu  Patient Relations: 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> <li>Managing student email accounts</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> <li>Patient Outreach (in conjunction with Marketing)</li> </ul>
	<b>Project Coordinator</b> Karen Villanueva 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>

	<p><b>Admissions Assistant</b>  Anita Frykberg  afrykberg@aimc.edu</p>	<ul style="list-style-type: none"> <li>• Providing administrative support for Admissions</li> <li>• Assisting with various enrollment and marketing tasks</li> </ul>	<p>Anything listed under responsibilities plus...</p> <ul style="list-style-type: none"> <li>• AIMC mailing lists</li> <li>• Orientation materials</li> </ul>
	<p><b>Financial Aid Officer</b>  Luke Chen  financialaidofficer@aimc.edu</p>	<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>	<p>Anything listed under responsibilities plus...</p> <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>
	<p><b>Herbal Pharmacy Director</b>  TBD  <a href="mailto:herbpharmacy@aimc.edu">herbpharmacy@aimc.edu</a></p>	<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 HerbPharmacy inventory</li> <li>• Online Therapeutic Research Database</li> </ul>