

Concurrent Enrollment Director	CE Associate Director	LI and Data Manager	CE Admin Support III	Coordinator – CE Registration	Coordinator – LI Registration	LI Course Specialist	Coordinator – CE Outreach
Spencer Childs	Steve Pugmire	Wendi Karbakhsh	Becca Rothey	Sandra Ozuna	Ann Drayer	Susan Baxter	Natasha Taylor
<p>-Directs and manages the daily operations of the Concurrent Enrollment program</p> <p>-Develop and implement internal policies and procedures</p> <p>-Oversees the hiring, training, and evaluation of staff</p> <p>-Represents the University to various institutional divisions as well as externally to State Office of Education and Board of Regents</p> <p>-Collaborates with the Senior Director of Extended Education to develop strategic goals that meet the objectives of COED</p> <p>-Submits the required documentation for new courses to USHE/USBE</p> <p>-Oversees the department budget and approves expenditures</p> <p>-Works with the Associate Director to develop a comprehensive marketing strategy</p> <p>-Creates and reports on the strategic direction of CE</p>	<p>-Directs the day to day operations of the Concurrent Enrollment office and monitors the overall quality of the program in conjunction with the director. Acts on behalf of the Director in the Director's absence.</p> <p>-Represents the program and university with on and off-campus stakeholders (UVU departments, K16 partners, NACEP, UACEP, USHE, and USBE).</p> <p>-Oversees course scheduling, admissions, and the registration processes of Concurrent Enrollment.</p> <p>-In coordination with the Director, provides strategic direction and fiscal oversight of the Concurrent Enrollment marketing plan.</p>	<p>-Manages Facilitator access of Live Interactive Canvas and Attendance Tracker</p> <p>-Manages Grade changes and grade issues for Live Interactive students</p> <p>-Creates Data reports for Schools and Districts: Enrollment, End of Year</p> <p>-Manages discipline issues related to distant Live Interactive sites</p> <p>-Train new facilitators on Live Interactive procedures and policies</p>	<p>Finance:</p> <p>-Order office supplies</p> <p>-Maintains office equipment</p> <p>-State car and gator maintenance</p> <p>-TIMS/payroll</p> <p>-Finances</p> <ul style="list-style-type: none"> Processes all contractual payment Requisitions/PO's Setup new Vendors Mileage Reimbursements Department Visits <p>-Spring Teacher luncheons (coordinates dates, orders lunches)</p> <p>-Fall Awards and Luncheons (coordinates dates, orders awards, delivers)</p> <p>-Coordinates travel requests and reimbursements</p> <p>New Instructors:</p> <p>-Processes instructor new hire applications for face to face courses</p> <ul style="list-style-type: none"> Receives instructor new hire applications for face to face courses Submits applications to UVU departments for approval/denial. Sends approval/denial notice to applicant and forwards approved file on to Sandra/registrar for course setup. 	<p>Registration Coordinator:</p> <p>-Oversees registration of Concurrent Enrollment High School students</p> <p>-Course listings – website</p> <ul style="list-style-type: none"> Assigns courses their CRN numbers Maintains CE website course listings <p>New Teacher Files:</p> <p>-Completes process for approved new course/new instructor applications</p> <p>-Activate new instructors to teach CE courses and submit information to get a UVID# assigned</p> <p>H.S. Coordinator Trainings: (August Kick Off and May-End of Year)</p>	<p>-Point of contact for CE students, LI students, and parents</p> <p>-Point of contact for LI Facilitators and CE Coordinators regarding registration issues and concerns</p> <p>-Send out the Enrollment Report and calendar</p> <p>-Primary support person for the Concurrent Enrollment email</p> <p>-Primary support person for all Petitions</p> <p>-Cohort with Sandra regarding registration and administrative functions</p>	<p>LI classes:</p> <p>-Proctor and grade exams</p> <p>-Attendance</p> <p>-Get materials to Facilitators and Professors</p> <p>-Help Facilitators with problems</p> <p>-Help students with problems in canvas</p> <p>-Help students get in touch with the Professors</p> <p>-Roll classes over into canvas for the Professors</p>	<p>-Plans and executes outreach conferences and events for students, parents, schools, districts, instructors and UVU faculty</p> <p>-Focuses on student outreach, creating events for students to engage with UVU. E.g., Student Art Show</p> <p>-Works with UVU departments and COED Marketing to promote concurrent enrollment events and UVU</p> <p>-Assists with general administration</p> <p>-Currently assisting with professional development and new instructor training</p>

CE Academic Advisor II: NORTH	CE Academic Advisor I: CENTRAL	CE Academic Advisor I: SOUTH	CE Academic Advisor I: WASATCH BACK	CE Communications Specialist	Admin Support II: Morning: LaDawn Edwards Afternoon: Lacey Rice	Success Coordinator: Professional Development
Madison Richardson	Dawn Gross	Reba Vest	Kristi Nemelka	Janelle Frossard		
Area Schools: <ul style="list-style-type: none"> American Fork High Cedar Valley High Lehi High Lone Peak High Orem High Pleasant Grove High Rockwell Charter High Skyridge High Utah Military Academy Westlake High 	Area Schools: <ul style="list-style-type: none"> Freedom Preparatory Academy Karl G. Maeser Preparatory Academy Lumen Scholar Institute Merit Preparatory Academy Mountain View High Provo High Timpanogos High Timpview High Utah County Academy of Sciences 	Area Schools: <ul style="list-style-type: none"> Advanced Learning Center American Leadership Academy Maple Mountain High Payson High Salem Hills High Spanish Fork High Springville High 	Area Schools: <ul style="list-style-type: none"> North Summit High Park City High South Summit High Wasatch High 	Generate copy for marketing content -Including brochures, postcards, posters, emails, training manuals, video scripts, etc. Help plan, create, execute, and measure effectiveness of marketing/recruitment plans -Investigate and develop student/faculty success stories -Work in collaboration with COED Marketing, University Marketing, and Admissions Submit & track marketing projects -Ensure accurate messaging -Help coordinate timely completion of assignments Perform other duties, as assigned -Attend appropriate meetings -Contribute to and support communication efforts	-Greets stakeholders through phone and in person -Responds to student/parent questions and concerns -Maintains Petitions, teacher files, late-add cards and various other files -Assists with registration questions by phone and email -Schedules meetings, keeps minutes -Assists with office projects and other projects assigned by team members -Helps prepare swag items and marketing materials for distribution -Checks the mail. Keeps swag items and storage area organized	-Develops, measures and tracks new instructor training and professional development for HSCE teachers. Schedules and organizes strategic planning meetings with school administrators. Trains HSCE Liaisons and keeps handbook up to date. Provides training for UVU faculty on effective and positive practices for HSCE visits and ensures timely visits are made. - Collaborates with key stakeholders to develop student success and completion strategies for HSCE students. -Provides data on attendance and impact reports. Collaborates with CE Data Manager. -Partners with OTL to develop online components of PD for HSCE teachers. Coordinates with UVU faculty to develop relevant content where appropriate, and works with OTL to provide new HSCE teacher training in the online format. -Facilitates Concurrent Enrollment Advisory Board. Partners with board to develop a needs assessment for PD. Coordinates input and feedback from board on CE marketing campaigns.
Responsibilities: -Advises students on courses and credits -Maintains the website advising tab and forms -Presents Information Nights, Orientations -Coordinates with High Schools, UVU, Counselors	Responsibilities: -Advises students on courses and credits -Maintains the website advising tab and forms -Presents Information Nights, Orientations -Coordinates with High Schools, UVU, Counselors	Responsibilities: -Advises students on courses and credits -Maintains the website advising tab and forms -Presents Information Nights, Orientations -Coordinates with High Schools, UVU, Counselors	Responsibilities: -Advises students on courses and credits -Maintains the website advising tab and forms -Presents Information Nights, Orientations -Coordinates with High Schools, UVU, Counselors			