

Senior Director of Concurrent Enrollment	Director of Marketing & Strategic Partnerships	LI and Data Manager	CE Admin Support III	Coordinator – CE Registration	Coordinator – LI Registration	LI Course Specialist
Spencer Childs	Steve Pugmire	Wendi Karbakhsh	Shannon Lopez	Sandra Ozuna	Ann Drayer	Susan Baxter
<p>-Directs and manages the daily operations of the Concurrent Enrollment program</p> <p>-Develops and implements 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 Senior Director. Acts on behalf of the Senior Director in the Senior 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 all department marketing efforts for the program's various stakeholders.</p> <p>-In coordination with the Senior 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>-Coordinates and facilitates meetings, program functions and/or special events</p> <p>-Maintains office equipment and supplies, including vehicles</p> <p>-Answers incoming requests for information, performs advanced and confidential administrative support duties.</p> <p><b>Finances:</b></p> <p>-Coordinates and submits reports including PAF's ESAF's, requisitions, purchase orders, inventory, index tracking, budget balances</p> <p>-Completes ordering, receiving, new vendor setup, billing and reconciliations</p> <p>-Oversees contractual payments, Department site visits, mileage reimbursement</p> <p>-TIMS/payroll</p> <p>-Coordinates travel requests and reimbursements</p> <p>-Oversees the onboarding, transition and exiting processes</p> <p>-Collaborates with Dept. Leadership team on training and team building</p>	<p><b>Registration Coordinator:</b></p> <p>-Oversees registration of Concurrent Enrollment High School students</p> <p>-Course listings – website</p> <ul style="list-style-type: none"> <li>Assigns courses their CRN numbers</li> <li>Maintains CE website course listings</li> </ul> <p><b>New Teacher Files:</b></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><b>H.S. Coordinator Trainings:</b> (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><b>LI classes:</b></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>-Put recordings in classes for the students everyday</p> <p>-Send out the webex link to students</p> <p>-Help students get in touch with the Professors</p> <p>-Roll classes over into canvas for the Professors</p>

Department Coordinator Professional Development	Instructor Coordinator Professional Development	Coordinator CE Outreach	Bridge Coordinator	CE Communication Specialist	Admin Support II: Morning: LaDawn Edwards
Dawn Gross	Becca Rothey	Natasha Taylor	Rachel Saunders	Jenna Kresser	Afternoon:
<b>Departments:</b>  -New Instructor/Course Application Process  -Department Trainings for new teachers  -Sit Visit Tracking for veteran and new instructors  -Communication to/from our office for Departments  -Department Visits  -Department Syllabus  -Department specific trainings  <b>Combined Responsibilities:</b> -Organize annual Professional Development Conference  -Organize other professional development opportunities for instructors  -Build connections with stake holders  -Respond to questions from coordinators, teachers and departments  -Spring Lunches	<b>Instructors:</b>  -New Instructor Training Process  -Canvas Training  -Spring Lunches (lead)  -Veteran Instructor Training  -Communication to/from our office with High School instructors  -Meeting instructor needs (swag, ID cards)  -Teacher Syllabus  -Track instructor make-up attendance for PD Conference  <b>Combined Responsibilities:</b> -Organize annual Professional Development Conference  -Organize other professional development opportunities for instructors  -Build connections with stake holders  -Respond to questions from coordinators, teachers and departments  -Spring Lunches	-Plans and executes outreach conferences and events for students, parents, schools, districts, instructors and UVU faculty  -Focuses on student outreach, creating events for students to engage with UVU. E.g., Student Art Show  -Works with UVU departments and COED Marketing to promote concurrent enrollment events and UVU  -Assists with general administration	-Coordinates communication between Bridge program stakeholders, including high school, UVU, and state representatives  -Manages the registration process for Bridge courses  -Coordinates AP and NEWL prerequisites  -Coordinates outreach to Bridge students  -Reviews petitions regarding Bridge courses  -Maintains data relevant to Bridge program	<b>Generate copy for marketing content</b> -Including brochures, postcards, posters, emails, training manuals, video scripts, etc.  <b>Help plan, create, execute, and measure effectiveness of marketing/recruitment plans</b> -Investigate and develop student/faculty success stories -Work in collaboration with COED Marketing, University Marketing, and Admissions  <b>Submit &amp; track marketing projects</b> -Ensure accurate messaging -Help coordinate timely completion of assignments  <b>Perform other duties, as assigned</b> -Attend appropriate meetings -Contribute to and support communication efforts	-Greet 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, chat 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

CE Director of Advising:	CE Academic Advisor II:	CE Academic Advisor I:	CE Academic Advisor I:	CE Academic Advisor I:	CE Academic Advisor I:	Admin Support II: Advisors
<b>Colton Simons</b>	<b>Madison Richardson</b>	<b>Cassandra Fuimaono</b>	<b>Reba Vest</b>	<b>Kristi Nemelka</b>	<b>Jennie Smith</b>	<b>Bradley Mitchell</b>
<b>Area Schools:</b> <ul style="list-style-type: none"> <li>American Leadership Academy</li> <li>Merit Preparatory Academy</li> <li>Springville High</li> <li>Outlier schools</li> </ul> <b>Responsibilities:</b> <ul style="list-style-type: none"> <li>-Manages CE Advising team</li> <li>-Advising Budget</li> <li>-Advises students on courses and credits</li> <li>-Maintains the website advising tab and forms</li> <li>-Presents Information Nights, Orientations</li> <li>-Coordinates with High Schools, UVU, Counselors</li> </ul>	<b>Area Schools:</b> <ul style="list-style-type: none"> <li>Cedar Valley High</li> <li>Lone Peak High</li> <li>Skyridge High</li> <li>Utah Military Academy</li> <li>Westlake High</li> </ul> <b>Responsibilities:</b> <ul style="list-style-type: none"> <li>-Advises students on courses and credits</li> <li>-Maintains the website advising tab and forms</li> <li>-Presents Information Nights, Orientations</li> <li>-Coordinates with High Schools, UVU, Counselors</li> </ul>	<b>Area Schools:</b> <ul style="list-style-type: none"> <li>Freedom Preparatory Academy</li> <li>Mountain View High</li> <li>Orem High</li> <li>Provo High</li> <li>Timpanogos High</li> <li>Timpview High</li> </ul> <b>Responsibilities:</b> <ul style="list-style-type: none"> <li>-Advises students on courses and credits</li> <li>-Maintains the website advising tab and forms</li> <li>-Presents Information Nights, Orientations</li> <li>-Coordinates with High Schools, UVU, Counselors</li> </ul>	<b>Area Schools:</b> <ul style="list-style-type: none"> <li>Advanced Learning Center</li> <li>Maple Mountain High</li> <li>Payson High</li> <li>Salem Hills High</li> <li>Spanish Fork High</li> </ul> <b>Responsibilities:</b> <ul style="list-style-type: none"> <li>-Advises students on courses and credits</li> <li>-Maintains the website advising tab and forms</li> <li>-Presents Information Nights, Orientations</li> <li>-Coordinates with High Schools, UVU, Counselors</li> </ul>	<b>Area Schools:</b> <ul style="list-style-type: none"> <li>North Summit High</li> <li>Park City High</li> <li>South Summit High</li> <li>Wasatch High</li> <li>Lumen Scholar Institute</li> <li>Utah County Academy of Sciences</li> </ul> <b>Responsibilities:</b> <ul style="list-style-type: none"> <li>-Advises students on courses and credits</li> <li>-Maintains the website advising tab and forms</li> <li>-Presents Information Nights, Orientations</li> <li>-Coordinates with High Schools, UVU, Counselors</li> </ul>	<b>Area Schools:</b> <ul style="list-style-type: none"> <li>American Fork High</li> <li>Karl G. Maeser Preparatory Academy</li> <li>Lehi High</li> <li>Rockwell Charter High</li> <li>Pleasant Grove High</li> </ul> <b>Responsibilities:</b> <ul style="list-style-type: none"> <li>-Advises students on courses and credits.</li> <li>-Maintains the website advising tab and forms</li> <li>-Presents Information Nights, Orientations</li> <li>-Coordinates with High Schools, UVU, Counselors, with a particular focus on underrepresented/underserved students.</li> </ul>	<ul style="list-style-type: none"> <li>-Greet stakeholders through phone and in person</li> <li>-Responds to student/parent questions and concerns</li> <li>-Helps set up Advising appointments</li> <li>-Assists with registration questions by phone, chat and email</li> <li>-Schedules meetings, keeps minutes</li> <li>-Assists with office projects and other projects assigned by team members</li> <li>-Helps prepare swag items and marketing materials for distribution</li> <li>-Keeps swag items and storage area organized</li> </ul>