

Staff Outlined Responsibilities: First Point of Contact

Assistant to the Dean Joan Jones



- Dean's calendar management
- Advisory council coordination
- ACT and ACT+ meetings
- P&T processes
- Special events support

Director of Development Hannah Finkas-Ganders



- Alumni/donor relationships
 - Endowments, bequests, and gifts
- Development support

Communications Strategist



- College and program promotion and advertising
- Social media posts and feature stories
- Special events support/promotion
- Liaison with central Communications and Marketing

Admin. Specialist III Hannah Baker



- caa-programs@uidaho.edu
- Course building and room scheduling
 - Scholarship processing
 - Field trip planning/waiver processing
 - CAA website/Qualtrics maintenance
 - Group email lists and announcements
 - Digital signage
 - Registration overrides
 - Vandal Card building swipe access
 - Program supply orders
 - CAA inventory and surplus

Admin. Specialist I (vacant)



- Dean's office support
- Recruitment & Retention Support
- Development/Advisory Board Support

Associate Dean Stacy Isenbarger



- caa-associate-dean@uidaho.edu
- Accreditation support
 - Program assessment
 - Curriculum support
 - Committee oversight
 - Scholarship/awards oversight
 - CAA academic advisor liaison

Admin & Fiscal Director Kim Osborne

- Annual evaluations
- Faculty, temp. and employee hiring
- Accreditation financial support
- Board appointed EPAFs
- Summer contracts
- CAA fiscal management/allocation
- Budget projections/expenditure review
- Study abroad and Dean's travel awards
- Salaries and Annual CEC processes
- Lab/Course/Professional Fees



Business Specialist (vacant)

- caa-financial@uidaho.edu
- Grant proposals and management
 - TA and Research Assistant contracts
 - Deposits
 - Travel reimbursements
 - Chrome River and Jaggaer
 - P-Cards
 - Student Fee Payments
 - Program supply orders
 - CAA inventory and surplus
 - EPAFs and background check processes



Dir. of Recruitment & Retention Rebecca Senefsky

- Recruitment, enrollment, and retention
- Recruitment events
- Petitions/disqualifications
- Major/minor changes
- Student Congress & Ambassadors

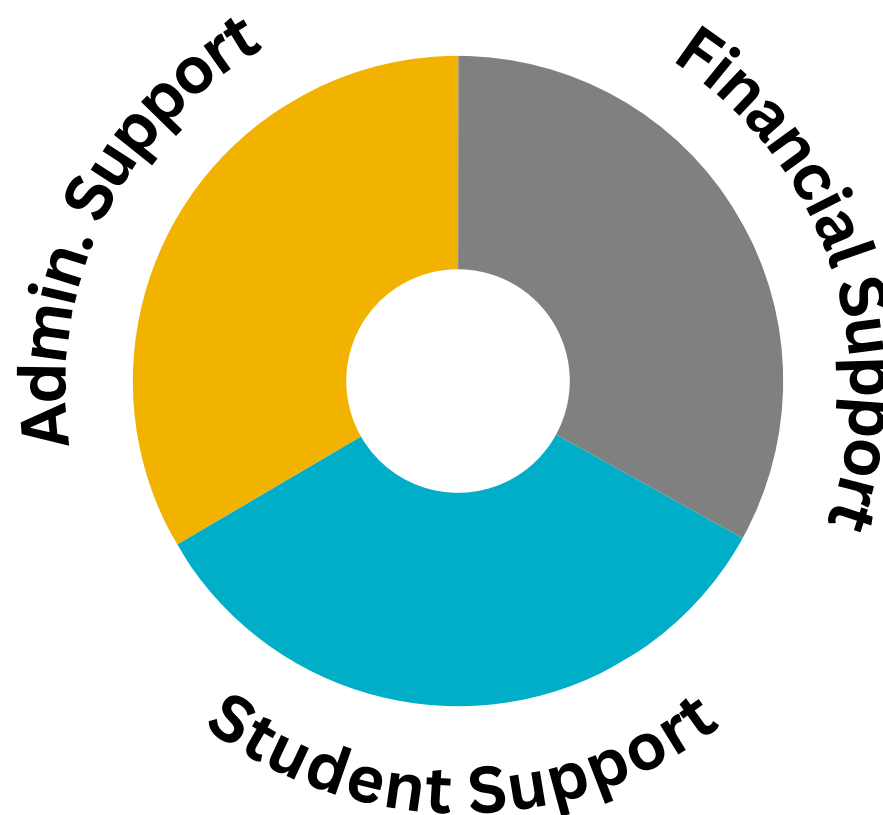


Faculty and Graduate Advisors

- Advise 3rd, 4th year, and grad students
- Advising students on probation
- Graduate study plan approvals
- Class registration permissions

CAA Undergrad/Transfer Advisor (vacant)

- Advising/Registration for 1st, 2nd year, and transfer students.
- Assigning faculty advisors to 3rd years



Career Advising Liaison Amy Petit



- Career-related programs and events
- Career Advising for CAA students/alumni

Technology caa-technology@uidaho.edu

Send a ticket for support at www.uidaho.edu/oit

- Hardware/software support
- Computer studio maintenance
- Classroom tech support

Facilities facilities@uidaho.edu

Send a ticket for support at www.uidaho.edu/facilities

- Building/office maintenance
- Work orders
- Custodial needs

Web Requests

Send a ticket for support at uidaho.edu/brand/ucm/web-and-digital