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

**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
- Send a ticket for support at www.uidaho.edu/brand/ucm/web-and-digital
- Recruitment, enrollment, and retention
- Recruitment events
- Petitions/disqualifications
- Major/minor changes
- Student Congress & Ambassadors

**Design and Brand**
- Send a ticket for support at uidaho.edu/brand/ucm/web-and-digital
- Send a ticket for support at www.uidaho.edu/brand/ucm/web-and-digital
- Recruitment, enrollment, and retention
- Recruitment events
- Petitions/disqualifications
- Major/minor changes
- Student Congress & Ambassadors

**Special Events Support**
- Send a ticket for support at www.uidaho.edu/brand/ucm/web-and-digital
- Send a ticket for support at www.uidaho.edu/brand/ucm/web-and-digital
- Recruitment, enrollment, and retention
- Recruitment events
- Petitions/disqualifications
- Major/minor changes
- Student Congress & Ambassadors

**Director of Development**
Hannah Finkas-Ganders
- Alumni/donor relationships
- Endowments, bequests, and gifts
- Development support