






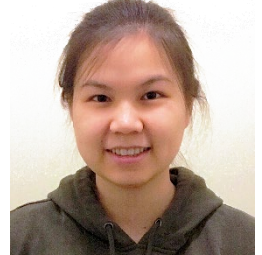

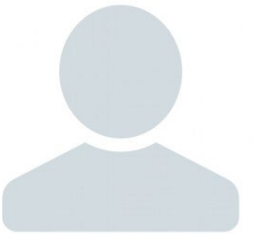


# AIMC SUPPORT STAFF

	TITLE	RESPONSIBILITIES	SEE FOR QUESTIONS ABOUT...
	<b>CEO/President</b> David Sol Lee <a href="mailto:ceo@aimc.edu">ceo@aimc.edu</a> <a href="mailto:dlee@aimc.edu">dlee@aimc.edu</a>	<ul style="list-style-type: none"> <li>• Manages the overall functioning of AIMC</li> <li>• Implements AIMC's Strategic Plan, Vision, Mission, &amp; Values</li> <li>• Serves as the primary liaison between the Board, Administration, and the College</li> <li>• Oversees the College's financial planning</li> <li>• Ensures compliance with federal, state and local regulatory bodies.</li> <li>• Institutional improvements</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>• Fundraising &amp; Grants</li> <li>• Faculty contracts</li> </ul>
	<b>Chief Administrative Officer</b> Robbyn Kawaguchi <a href="mailto:cao@aimc.edu">cao@aimc.edu</a>	<ul style="list-style-type: none"> <li>• Oversees all administrative departments</li> <li>• Works with CEO on strategic planning</li> <li>• Organizes and coordinates inter- and intradepartmental operations</li> <li>• Assists with departmental budgets</li> <li>• Serves as accreditation liaison and oversees accreditation reporting</li> <li>• Organizes and facilitate staff meetings</li> </ul>	Anything listed under responsibilities plus <ul style="list-style-type: none"> <li>• Title IX issues</li> <li>• Continuing Education</li> <li>• Staff issues or concerns</li> <li>• Scholarship Committee</li> </ul>
	<b>Director of Finance</b> Shirlin Dudonis <a href="mailto:accounting@aimc.edu">accounting@aimc.edu</a> <a href="mailto:HR@aimc.edu">HR@aimc.edu</a>	<ul style="list-style-type: none"> <li>• Manages day-to-day financial processes and payments</li> <li>• Financial Aid disbursements</li> <li>• Tuition &amp; fees processing</li> <li>• Student payment contracts</li> <li>• Supply orders</li> <li>• Vendor contracts/payments</li> <li>• Payroll</li> <li>• HR records and onboarding</li> </ul>	Anything listed under responsibilities plus <ul style="list-style-type: none"> <li>• Parking permits</li> <li>• Office/school supplies</li> <li>• Employment paperwork</li> <li>• Student Council funds</li> </ul>
	<b>Dean of Students</b> Ally Magill <a href="mailto:grow@aimc.edu">grow@aimc.edu</a>	<u>Student Services</u> <ul style="list-style-type: none"> <li>• Disability Accommodations</li> <li>• Tutoring</li> <li>• Complaints &amp; Grievances</li> <li>• Student Newsletters</li> <li>• Graduation Ceremony</li> <li>• Community Resources</li> </ul> <u>Community Building &amp; Outreach</u> <ul style="list-style-type: none"> <li>• AIMC Website</li> <li>• AIMC Social media</li> <li>• All Marketing campaigns</li> <li>• Campus events</li> <li>• Alumni Relations</li> </ul>	Anything listed under responsibilities plus... <ul style="list-style-type: none"> <li>• Discussing a school-related concern</li> <li>• Personal issues/counseling</li> <li>• Campus-wide announcements</li> <li>• Marketing-related issues</li> <li>• Student clubs or event</li> <li>• Student Handbook &amp; Catalog</li> <li>• Campus jobs (FWS)</li> </ul>
	<b>Associate Dean/ Registrar</b> Suriani Abdul Rani <a href="mailto:assocdean@aimc.edu">assocdean@aimc.edu</a> <a href="mailto:registrar@aimc.edu">registrar@aimc.edu</a>	<ul style="list-style-type: none"> <li>• Academic advising</li> <li>• Planning didactic schedules</li> <li>• Managing Academic Records (grades, attendance, transcripts)</li> <li>• Enrollment Verification</li> <li>• Course Registration</li> <li>• Transcript evaluations</li> <li>• Diplomas</li> </ul>	Anything listed under responsibilities plus... <ul style="list-style-type: none"> <li>• Student Portal</li> <li>• Student Forms (i.e. Add/Drop, Incomplete, Withdrawal)</li> <li>• LMS/NEO issues/concerns</li> <li>• Challenge exams/test-outs</li> </ul>

	<p align="center"><b>Interim Clinic Director</b> Nishanga Bliss <a href="mailto:nbliss@aimc.edu">nbliss@aimc.edu</a></p>	<ul style="list-style-type: none"> <li>• Oversees 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>• Campus safety &amp; health protocols</li> </ul>	<p>Anything listed under responsibilities plus...</p> <ul style="list-style-type: none"> <li>• Faculty &amp; Clinic Supervisor issues</li> <li>• Clinic facilities</li> <li>• Clinic protocols/policies</li> <li>• Telehealth/Telemedicine</li> <li>• CP 11-14</li> </ul>
	<p align="center"><b>Admissions Director</b> Holly Rhea <a href="mailto:admissions@aimc.edu">admissions@aimc.edu</a></p>	<ul style="list-style-type: none"> <li>• Oversees the Admissions Dept.</li> <li>• Assists with the application process</li> <li>• Meeting/interviewing prospective students</li> <li>• Enrollment and lead gen. campaigns</li> <li>• Facilitates Open house, Orientation, Campus tours</li> <li>• AIMC scholarships</li> </ul>	<p>Anything listed under responsibilities plus...</p> <ul style="list-style-type: none"> <li>• Re-enrollment/ Internal program transfers</li> <li>• Salesforce administration</li> <li>• Admissions process in general</li> <li>• Student Ambassadors</li> </ul>
	<p align="center"><b>Library Director</b> Patricia Ward <a href="mailto:ward@aimc.edu">ward@aimc.edu</a></p>	<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>	<p>Anything listed under responsibilities plus...</p> <ul style="list-style-type: none"> <li>• Textbook inquiries</li> <li>• Research assistance</li> <li>• Library holding suggestions</li> <li>• Library copy machine</li> <li>• Student IDs</li> </ul>
	<p align="center"><b>Herbal Pharmacy Manager</b> Le Jiang <a href="mailto:lijang@aimc.edu">lijang@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>
	<p align="center"><b>IT Clinical Specialist</b> Edgar Mojica <a href="mailto:edgar@aimc.edu">edgar@aimc.edu</a></p>	<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>	<p>Anything listed under responsibilities plus...</p> <ul style="list-style-type: none"> <li>• Student training in Jane &amp; telemedicine</li> <li>• Patient grievances</li> </ul> <p>Patient Outreach (in conjunction with Marketing)</p>
	<p align="center"><b>Financial Aid Officer</b> Luke Chen <a href="mailto:financialaidofficer@aimc.edu">financialaidofficer@aimc.edu</a></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>