

## STAFF PRIMARY RESPONSIBILITIES

<p><b>Markeytta Galvan</b>  <u>936-294-1254</u></p>	<p>Administrative Associate II</p> <ul style="list-style-type: none"> <li>• Center Directors purchasing</li> <li>• Digital Signage</li> <li>• Maintain COBA faculty/staff directory and boards</li> <li>• Room reservations</li> </ul>
<p><b>Kristina Grimes</b>  <u>936-294-1981</u></p>	<p>Assistant to the Dean</p> <ul style="list-style-type: none"> <li>• Dean Scheduling</li> <li>• Faculty: Hiring, classification tracking, workload, contracts</li> <li>• Salary/Epafs (Faculty &amp; Staff)</li> <li>• Travel</li> <li>• Liaison with the Provost Office</li> <li>• Budget</li> <li>• Scholarships</li> </ul>
<p><b>Tori Kirkland</b>  <u>936-294-4233</u></p>	<p>Administrative Associate III</p> <ul style="list-style-type: none"> <li>• Purchasing, financial management, administrative support, scholarship coordination, event management, committee participation.</li> <li>• Processes walk-only forms, assist with academic suspension paperwork, and maintain calendars for the Dean and Associate Deans.</li> <li>• Oversee new student assistant postings, manage hire paperwork, schedules, and supervise student workers.</li> <li>• Oversee the COBA Awards Ceremony, faculty/staff luncheons, college meetings, orientations, COBA Advisory Council meetings, manage graduation data and receptions, and assist with recruitment efforts.</li> </ul>
<p><b>Richard Thaler</b>  <u>936-294-4775</u></p>	<p>Associate Director, COBA Graduate Studies and Distance Learning</p> <ul style="list-style-type: none"> <li>• Serve as academic advisor for all graduate students enrolled in COBA Graduate Programs</li> <li>• Review applications, transcripts and documents for student admissions into COBA graduate programs</li> </ul>

	<ul style="list-style-type: none"> <li>• Communicate with potential candidates for COBA graduate programs concerning program details and application requirements</li> <li>• Coordinate graduate program initiatives with the COBA Graduate Advisory Committee</li> <li>• Serve as the point of contact for COBA graduate students</li> <li>• • Establish and coordinate long-term graduate course schedule with department Chairs</li> </ul>
<p><b>Deana Marek</b> <u>936-294-1239</u></p>	<p>Administrative Associate for Graduate Studies</p> <ul style="list-style-type: none"> <li>• Graduate Applications for MBA, Accelerated MBA, MS ECON, MS ACCT and MS PROJ</li> <li>• Point of contact for all COBA graduate program and certificate related questions</li> <li>• Student related issues: general information, advisement, registration, schedules, holds/blocks, terminations/appeals, etc.</li> <li>• Enrollment and recruitment for COBA graduate programs and certificate programs</li> <li>• Graduate Advisor scheduling</li> <li>• • Academic progress and performance</li> </ul>
<p><b>Julie Campbell</b> <u>936-294-4997</u></p>	<p>Associate Director of Center for Building Business Professionals/Internship and Programs Coordinator</p> <ul style="list-style-type: none"> <li>• COBA Student Organizations Liaison</li> <li>• COBA student and alumni career readiness and student engagement</li> <li>• Employer Relations</li> <li>• Program Development and Event Management</li> <li>• Data Management</li> </ul>
<p><b>Shar Self</b></p>	<p>Dean</p> <ul style="list-style-type: none"> <li>• Provide leadership in the development and operations of the College of Business Administration and support of the university's overall mission.</li> <li>• Oversee the associate deans, the assistant dean, chairs, centers and center directors, faculty, and staff of the College of Business Administration.</li> <li>• Oversee the recruitment, appointment and re-appointment, professional development, evaluation, salary administration,</li> </ul>

	<p>promotion, tenure, and grievances of all staff, term faculty, and tenure/tenure track faculty as appropriate.</p> <ul style="list-style-type: none"> <li>• Responsible for participating in and implementing strategic planning, coordinating, directing, and ensuring successful outcomes of the college's academic programs, and supporting the university's strategic plan.</li> <li>• Manage the college budget, oversee facilities and resources, and select the department chairs as necessary. Actively raise funds for college initiatives.</li> <li>• Ensure that AACSB and SACS accreditations are maintained and act as a guarantor of consistent quality standards in curriculum and delivery of programs to meet student needs.</li> <li>• • Build and grow relationships with students, alumni, the business community, and other stakeholders.</li> </ul>
<p><b>Shani Robinson</b></p>	<p>Senior Associate Dean</p> <ul style="list-style-type: none"> <li>• Oversee all Student Success Initiatives, recruitment, retention, and support services</li> <li>• Manage COBA Programing, career readiness, &amp; Center for Building Business Professionals</li> <li>• Manage and oversee Oversight of all academic scholarships at both college and departmental levels</li> <li>• Strategic Planning</li> <li>• Management and Oversight of all COBA Marketing and Communications</li> <li>• Community outreach, partnerships, alumni relations, Advisory Board</li> </ul>
<p><b>Natalie Hegwood</b> <u>936-294-4887</u></p>	<p>Assistant Dean - Assessment and Curriculum</p> <ul style="list-style-type: none"> <li>• Undergraduate Curriculum</li> <li>• Assessment</li> <li>• Suspension Readmission Appeals</li> <li>• Liaison to the SAM Center for advising and degree plan issues</li> </ul>
<p><b>Fred Forgey</b> <u>936-294-4215</u></p>	<p>Associate Dean</p> <ul style="list-style-type: none"> <li>• COBA Graduate Degree/Certificate Program Administration</li> <li>• COBA Faculty Success and Research Administration</li> <li>• COBA AACSB Accreditation Maintenance Administration</li> </ul>