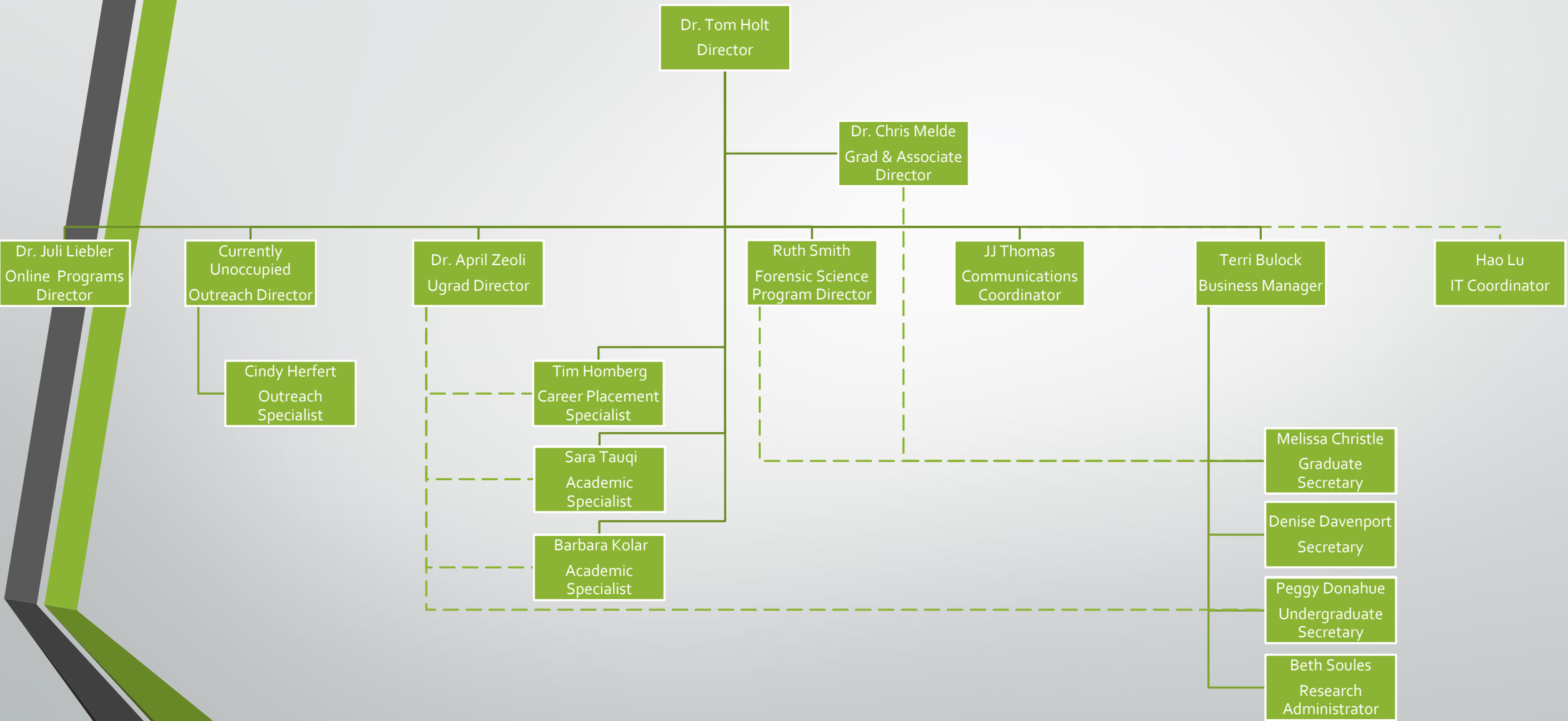




# SCJ Organization Chart

November 2020



# Dr. Tom Holt

## Director

- Chief academic and executive officer of the SCJ
- Manage budget and planning of unit in consultation with Assoc. Director, Business Manager
- Oversees all aspects of personnel matters for faculty, staff
- Conducts annual reviews of faculty
- Oversees SCJ, related meetings
- Leads efforts for external engagements

# Dr. Chris Melde

## Associate Director & Graduate Director

- Aids in budget and planning of unit
- Part of scheduling team for all academic programs
- Consultant to Director on personnel, faculty, staff, and SCJ issues
- Makes recommendations for graduate student assistantship assignments
- Review and correspondence regarding End of Semester Reviews of graduate students
- Annual evaluations of all fixed-term faculty
- Oversees Graduate Degree Programs, on and off-line
- Manage and coordinate graduate student admissions, recruitment, scheduling, and experiences
- Conducts annual reviews of graduate student progress
- Manage and respond to graduate student requests, including grievances, and related curriculum issues
- Chairs SCJ Graduate Committee
- Assist instructors of graduate courses in understanding responsibilities associated with their teaching roles
- Serves on committee for Associate Dean of Graduate Studies in the College of Social Science

# Dr. April Zeoli

## Undergraduate Director

- Part of schedule building team
- Manage and coordinate implementation of undergraduate programming, including assessment of learning outcomes
- Promote undergraduate student experiences at unit, college, university levels
- Manage and respond to undergraduate student requests and concerns, including grievances, other SCJ undergraduate curriculum matters
- Serve on committees that govern undergraduate student experiences, including Chair SCJ Undergraduate Committee, Scholarship Committee, SSC Associate Chairs and Directors
- Assist instructors assigned to undergraduate courses
- Attend monthly meeting with the Student Success team
- Responsible for evaluating transfer credits from other institutions



# Dr. Juli Liebler

## Online Degree Program Director

- Oversees Online Degree Programs
- Works with students to address problems, concerns, coordinates responses with Grad Director as needed
- Works with Wiley on orientation for instructors, students
- Assists instructors with resource needs, communications with Director/Associate Director/Grad Director
- Serves on Graduate Committee
- Conducts initial review of online applicants for admission
- Prepares annual report on key metrics of online degrees, including applications submitted, accepted, progress toward degrees, and degree completion across all online programs



# Position Currently Vacant Outreach Director

- Oversees development of new outreach programs
- Oversees execution of outreach programs
- Manages advertising and assessment of outreach program success



# Dr. Ruth Smith

## Forensic Program Graduate Director

- Directs administrative aspects of academic program
- Ensures continual compliance with accreditation standards
- Identifies future needs of the program to align with program mission
- Promotes program at the national level and seek collaborative agreements with local, state, and federal agencies
- Manages program budget including student funding allocations
- Monitors and reviews student progress through the program from application to admission to graduation



# JJ Thomas

## Communications Coordinator

- Website Team
- Social Media
- Digital & Print Marketing
- Engagement with Alumni & External Stakeholders
- School Identity & Brand
- Member of Student Success Team



# Terri Bullock

## Business Manager

- Manages all aspects of SCJ budget
- Handles Human Resources issues/requests
- Office Supervisor




# Hao Lu

## IT Coordinator

- Computer Hardware/Software support
- Website Team
- Manage School's online store
- Registration for School's Training/Conferences/  
Outreach Courses
- Admin for School's fileshare
- School's OU Administration





# Tim Homborg

## Career Placement Specialist

- Assists UG and MS students in finding, preparing, and obtaining internships/careers
- Instructs CJ494 and 894
- Assists in New Student Orientation Programs
- Coordinates Criminal Justice Career Fair

# Barbara Kolar

## Academic Specialist

- Advises undergraduate and graduate students
- Assists in promotion of education abroad programs
- Oversees SCJ UN Degree Audit Process
- Assists in New Student Orientation programs



# Sara Tauqi

## Academic Specialist

- Advises Undergraduate students
- Coordinates New Student Orientation Programming
- Coordinates Welcome to Baker Hall Event for incoming CJ undergrads
- Tracks EASE reports and students contacts as needed

# Cindy Herfert

## Outreach Specialist

- Manages and implements First Line Supervision and Staff and Command trainings



# Melissa Christle

## Graduate Secretary

- Assists Graduate Students
- Processes grad applications for graduate admissions committee





# Denise Davenport Secretary

- Assists with Outreach Trainings
- Provides support to the School



# Peggy Donahue

## Undergraduate Secretary

- Part of schedule building team
- Assists Undergraduate students
- Override request forms



# Beth Soules

## Research Administrator

- Assists Faculty and Graduate Students with finding, obtaining, and managing grants/rewards/proposals
- Works with OSP in pre/post-award management and processes
- Works with Business Manager on grant and budget-related issues

