

**Office of Admissions
Transfer and Adult Enrollment Center
As of August 2018**

Admissions Officer/Title	Primary Responsibility	Liaisons	Supervisory Direct Reports	Travel Territory	Shared
<p>MaryAnn Stoila - Assistant Director M.A., The University of Akron *School Counseling B.A. Wheeling Jesuit University *Education Hometown: Euclid, OH 330-972-6483 mrs149@uakron.edu</p>	<ul style="list-style-type: none"> Coordinate on-campus recruitment programs Fall Transfer Visit Day Spring Transfer Visit Day Transfer Counselor Articulation Forum Community College Visits Transfer Equivalency Guide Updates Coordinates communication outreach for prospective and admitted students Manages communication outreach for community college contacts Supervise and provide training of student employees Military Credit and Scholarship evaluation and coordination Web content review for areas of responsibility Administrator of transfer@uakron.edu 	<ul style="list-style-type: none"> Buchtel College of Arts and Sciences College of Business Administration Student Orientation Academic Advising Transfer Processors Military Services Center Community College advisors 	<ul style="list-style-type: none"> Admissions Counselor -Helen Dauka Graduate Student Assistant Student Assistants 	<ul style="list-style-type: none"> Stark State College Lakeland Community College 	<ul style="list-style-type: none"> Conduct daily scheduled and walk-in appointments Transfer Credit Evaluations Assist with on and off-campus recruitment events Other duties assigned
<p>Kayla Jarvis – Admissions Counselor M.A. George Washington University *Anthropology B.A. Cleveland State University *Anthropology and History Hometown: Creston, OH 330-972-6624 kjarvis@uakron.edu</p>	<ul style="list-style-type: none"> Pre-admission advisor for UA Partnership with Lorain County Community College (LCCC) Coordinates AGS transfer scholarship awards Communication outreach for prospective and admitted students Administrator of adults@uakron.edu 	<ul style="list-style-type: none"> College of Engineering College of Education Financial Aid Academic Advising Student Orientation Transfer Processors 		<ul style="list-style-type: none"> Lorain County Community College North Central State College Eastern Gateway Community College 	<ul style="list-style-type: none"> Conduct daily scheduled and walk-in appointments Transfer Credit Evaluations Assist with on and off-campus recruitment events Other duties assigned
<p>Jonathan Gates – Admissions Counselor M.A. The University of Akron *Higher Education Admin. B.A. The University of Akron *Political Science/History Hometown: Mansfield, OH 330-972-6417 jpg28@uakron.edu</p>	<ul style="list-style-type: none"> Syllabi Coordinator Community College and High School Visits Communication outreach for prospective and admitted students Administrator of transfercredit@uakron.edu 	<ul style="list-style-type: none"> College of Applied Science and Technology Department contacts related to syllabi evaluations Transfer Processors Academic Advising Assist with walk-in appointments 		<ul style="list-style-type: none"> Cuyahoga Community College (all branches) Community College of Allegheny County Community College of Beaver County 	<ul style="list-style-type: none"> Assist with on and off-campus recruitment events Transfer Credit Evaluations Other duties assigned
<p>Helen Dauka – Admissions Counselor B.A. The University of Akron *Business and Organizational Communication—Public Relations, Minor: Computer Imaging Hometown: Lisbon, OH 330-972-7533 hnd6@uakron.edu</p>	<ul style="list-style-type: none"> Coordinates social and digital Transfer communications Assist with New Student Orientation Transfer presentation Tau Sigma Honor’s Society Advisor Community College Visits Communication outreach for prospective and admitted students 	<ul style="list-style-type: none"> College of Health Professions UA Communications and Marketing 		<ul style="list-style-type: none"> Stark State College-Akron Columbus State Community College Belmont Community College Marion Technical College Owens Community College 	<ul style="list-style-type: none"> Conduct daily scheduled and walk-in appointments Transfer Credit Evaluations Assist with on and off-campus recruitment events Other duties assigned

<p>MaryAnn Hamilton – Data Systems Specialist B.S. The University of Akron *Secondary Education – Business Education A.A.S. The University of Akron *Secretarial Science Hometown: Akron, OH 330-972-5352 mch1@uakron.edu</p>	<ul style="list-style-type: none"> • Posts all transfer credit work to students' accounts • Builds rules following syllabi review process 	<ul style="list-style-type: none"> • Registrar's Office • Academic Advising 	<ul style="list-style-type: none"> • Graduate Student Assistants 		<ul style="list-style-type: none"> • Assist with on-campus recruitment events • Other duties assigned
<p>Gina McGuire – Student Services Counselor Hometown: Massillon, OH 330-972-7009 gmcguire@uakron.edu</p>	<ul style="list-style-type: none"> • Counsel prospective transfer and adult students on the admissions process • Retain records related to student registration • Process and download incoming transcripts • Maintain student databases and generate reports related to admission • Monitor graduate and student assistants • Manage calendar for department • Prepare requisitions for the Admissions department • Pay invoices for the Admissions department • Refund application fees to students, deposit all Admissions related payments to Admissions account and add to database for tracking • Coordinate office moves • Hiring process manager for Admissions Office 	<ul style="list-style-type: none"> • Human Resources • Registrar's Office • Financial Aid • Departmental Contacts 			<ul style="list-style-type: none"> • Assist with on and off-campus recruitment events • Other duties assigned