### Application Processing Center Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Responsibilities</th>
<th>Liaisons</th>
<th>Supervisory Direct Reports</th>
<th>Travel Territory</th>
<th>Shared</th>
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</thead>
</table>
| **Crystal Bledsoe**   | Associate Director of Admissions              | ● Oversee and prioritize the workflow in the Admissions/Transfer Center Application Processing Area. Oversee application processing for all branch campuses.  
● Provide training and supervision to the freshmen and transfer application processing staff, students and graduate assistants  
● Oversee the review of borderline students and the disciplinary review process for all students who require committee approval for admissions  
● Coordinate the appeal process for denied students with the Office of Academic Affairs  
● Work with departmental systems administrators to evaluate the needs of the area and create needed reports.  
● Assist with testing and revising the new online admissions applications and the auto-admit program  
● Assist with creating and revising outgoing communications and coordinating email blasts  
● Oversee the posting of transfer credits for freshmen with CCP coursework  
● Contact person for ECHS partnership and distance learning programs  
● Reconcile duplicate records and IDs in the system  
● Gather documentation for yearly OBR audit and honor all requests for information from Office of General Counsel  
● Coordinate the retention of new and disposal of old documents according to records retention policies  
● Assist with recruitment events and activities hosted by Admissions |                       | 1 Admissions Mgr  
6 Student Services Counselors  
2 Graduate Assistants  
2 Student Assistants |                         |                  |
| **Donna Bell**        | Student Services Counselor                    | ● Process applications and evaluate student credentials for freshmen, CCP, adult, ECHS, and 60+ students  
● Verify student information and assign follow up letters and correspondences  
● Respond to routine questions from students, parents, faculty, staff and high school counselors  
● Assist with posting transfer credits to the PS system  
● Assist with recruitment events and activities hosted by Admissions |                       |                  |
| **Alicia Broadus**    | Mgr. Admissions & Recruitment                 | ● Process applications and evaluate student credentials for all application types for Wayne, Lakewood and Medina campuses.  
● Verify student information and assign follow up letters and correspondences  
● Respond to routine questions from students, parents, faculty, staff and high school counselors  
● Contact person for ACH and REU Partnership Programs  
● Assist with posting transfer credits to the PS system  
● Assist with Wayne CCP orientations and events  
● Assist with recruitment events and activities hosted by Admissions |                       |                  |
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
<th>Hometown</th>
<th>Phone Number</th>
<th>Email</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Sharon Crawford           | Student Services Counselor | BA, The University of Akron *Interdisciplinary Studies/Music, History, Sociology | Akron, OH | 330-972-6448  | ses12@uakron.edu   | Download online applications into PeopleSoft system  
Verify student information and process applications for special students  
Reconcile duplicate records and IDs in the system  
Reconcile unmatched credentials and application PDFs in Nolij  
Respond to routine questions from students, parents, faculty, staff and high school counselors  
Assist with recruitment events and activities hosted by Admissions |
| Scott Joseph              | Student Services Counselor | BS, The University of Akron *Business Organization Supervision AA, The University of Akron *Associate of Arts | Seven Hills, OH | 330-972-7957  | sjoseph@uakron.edu | Process applications and evaluate student credentials for freshmen, CCP, adult, ECHS, and 60+ students  
Verify student information and assign follow up letters and correspondences  
Respond to routine questions from students, parents, faculty, staff and high school counselors  
Assist with posting transfer credits to the PS system  
Assist with recruitment events and activities hosted by Admissions |
| Robert Neylon             | Student Services Counselor | BS, The University of Akron *Business Organization Supervision AA, The University of Akron *Associate of Arts | Painesville, OH | 330-972-6415  | rober32@uakron.edu  | Process applications and evaluate student credentials for transfer, post bac and guest students  
Verify student information and assign follow up letters and correspondences  
Respond to routine questions from students, parents, faculty, staff and high school counselors  
Assist with recruitment events and activities hosted by Admissions |
Verify student information and assign follow up letters and correspondences  
Respond to routine questions from students, parents, faculty, staff and high school counselors  
Assist with recruitment events and activities hosted by Admissions |
| Cheryl Zaber              | Student Services Counselor | BBA, The University of Akron *Human Resources Mgmt & Supply Chain Operations Mgmt | Akron, OH | 330-972-6452  | caz12@uakron.edu   | Process applications and evaluate student credentials for freshmen, CCP, adult, ECHS, and 60+ students  
Verify student information and assign follow up letters and correspondences  
Respond to routine questions from students, parents, faculty, staff and high school counselors  
Assist with posting transfer credits to the PS system  
Assist with recruitment events and activities hosted by Admissions |