Annotated staff roles for SPPH Education Team

@ July 24, 2023

Name and Title	3-5 bullets about role
Lisa McCune Senior Education Manager	• Operational Leadership for Graduate Programs (Scheduling, HR, Finance). • Teaching faculty onboarding and support (term instructors, teaching resources). • Student Orientation, Graduation, Evaluation of Instruction. • Cross-Program Collaboration. • Works with Associate Director, Education on education strategy, partnerships and projects.
Andrea Yan Program Manager, Master of Health Administration	• Lead for the MHA Program (HR, Finance, Venues, Faculty Relations, Partnerships). • Student Management (Recruitment, Admissions, Advising, Student Progression, Graduation, Awards). • Curriculum and Course Management (scheduling, design, canvas). • Marketing and Promotions.
Nai Duran MHA Program Coordinator	• Admissions, Student Advising and Student Support. • Course Scheduling and coordination for In-Person Classes (Catering, Faculty Travel). • Faculty Contracts and Support. • Financial support and Record Keeping.
Emily Van Gulik Academic Programs Manager	• Lead for Research Programs: MHSc, MSc, PhD (Recruitment, Admissions, Advising, Student Progression, Graduation). • Student Awards. • Student Facilitators. • Vancouver Summer Program. • Comprehensive Exams, Thesis Screening Panels.
Marcelo Lince Graduate Programs Coordinator	• MSc and PhD Coordinator (Admissions, Advising, Student Progression, Graduation). • Student Awards. • Cross-Program Course Scheduling. • Workday Student Rollout Local Team Lead.
Lena Ignatovich Professional Programs Manager	• Lead for Professional Programs: MPH, MSc OEH (Recruitment, Admissions, Advising, Student Progression, Graduation). • Student Facilitators. • Professional Development Activities for the MPH Program. • Administrative Lead for OEH CLAF Non-Certificate Program.
Shaine Meghji OEH Program Coordinator	• Coordinate MSc OEH Admissions. • Student Support and Advising. • Practicum for the MSc OEH Program/Summer Job Placements. • Professional Development Student Program. • Maintaining Program Records. • OEH Division Admin Support.
Rachel Huang	• Coordinate MPH Admissions.

MPH Program Coordinator	• Student Support and Advising. • Practicum for the MPH Program. • Maintaining Program Records.
Rishi Chatterjee PHPM Program Manager	• Lead for Public Health and Preventive Medicine Residency Program (HR, Finance, Budget). • CBME Curriculum, CaRMS, Academic Half Day, Rotations, Undergraduate Medicine Electives, Out of Province Residents. • PGME Liaison for PHPM • Program Governance through Eight Committees.
Senior Teaching Assistant (CTLT-funded)	• For Teaching Assistants: Orientation, Workshops and Training, Mentorship Program, Support On-Demand.
Communications Assistant (worklearn)	• Bi-Weekly SPPH Student Newsletter. • PHPM Communications support. • Recruitment and Promotion Materials.