

**Annotated staff roles for SPPH Education Team**

<b>Name and Title</b>	<b>Areas of responsibility</b>
Lisa McCune Senior Education Manager	<ul style="list-style-type: none"> <li>• Operational Leadership for Graduate Programs (Scheduling, HR, Finance).</li> <li>• Teaching faculty onboarding and support (term instructors, teaching resources).</li> <li>• Student Orientation, Graduation, Evaluation of Instruction.</li> <li>• Cross-Program Collaboration.</li> <li>• Works with Associate Director, Education on education strategy, partnerships and projects.</li> </ul>
Andrea Yan Program Manager, Master of Health Administration	<ul style="list-style-type: none"> <li>• Lead for the MHA Program (HR, Finance, Venues, Faculty Relations, Partnerships).</li> <li>• Student Management (Recruitment, Admissions, Advising, Student Progression, Graduation, Awards).</li> <li>• Curriculum and Course Management (scheduling, design, canvas).</li> <li>• Marketing and Promotions.</li> </ul>
Nai Duran MHA Program Coordinator	<ul style="list-style-type: none"> <li>• Admissions, Student Advising and Student Support.</li> <li>• Course Scheduling and coordination for In-Person Classes (Catering, Faculty Travel).</li> <li>• Faculty Contracts and Support.</li> <li>• Financial support and Record Keeping.</li> </ul>
Emily Van Gulik Academic Programs Manager	<ul style="list-style-type: none"> <li>• Lead for Research Programs: MHSc, MSc, PhD (Recruitment, Admissions, Advising, Student Progression, Graduation).</li> <li>• Student Awards.</li> <li>• Student Facilitators.</li> <li>• Vancouver Summer Program.</li> <li>• Comprehensive Exams, Thesis Screening Panels.</li> </ul>
Tawni Ormrod Graduate Programs Coordinator	<ul style="list-style-type: none"> <li>• MSc and PhD Coordinator (Admissions, Advising, Student Progression, Graduation).</li> <li>• Student Awards.</li> <li>• Cross-Program Course Scheduling.</li> <li>• Workday Student Rollout Local Team Lead.</li> </ul>
Lena Ignatovich Professional Programs Manager	<ul style="list-style-type: none"> <li>• Lead for Professional Programs: MPH and MSc OEH (Recruitment, Admissions, Advising, Student Progression, Graduation).</li> <li>• Student Facilitators and Graduate Academic Assistants.</li> <li>• Professional Development Activities for the MPH and MSc OEH programs.</li> <li>• Administrative Lead for OEH CLAF Non-Certificate Program.</li> </ul>
Ally Wang OEH Program Coordinator	<ul style="list-style-type: none"> <li>• Coordinate MSc OEH Admissions.</li> <li>• Student Support and Advising.</li> <li>• Practicum for the MSc OEH Program/Summer Job Placements.</li> <li>• Professional Development Student Program.</li> <li>• Maintaining Program Records.</li> <li>• OEH Division Admin Support.</li> <li>• Microcertificate and non-credit programs support.</li> </ul>

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Rachel Huang MPH Program Coordinator	<ul style="list-style-type: none"> <li>• Coordinate MPH Admissions.</li> <li>• Student Support and Advising.</li> <li>• Practicum for the MPH Program.</li> <li>• Maintaining Program Records.</li> </ul>
Stephanie Milne PHPM Program Manager	<ul style="list-style-type: none"> <li>• Lead for Public Health and Preventive Medicine Residency Program (HR, Finance, Budget).</li> <li>• CBME Curriculum, CaRMS, Academic Half Day, Rotations, Undergraduate Medicine Electives, Out of Province Residents.</li> <li>• PGME Liaison for PHPM</li> <li>• Program Governance through Eight Committees.</li> </ul>
Katherine White Senior Teaching Assistant (CTLT- funded)	<ul style="list-style-type: none"> <li>• For Teaching Assistants: Orientation, Workshops and Training, Mentorship Program, Support On-Demand.</li> </ul>
Garvit Kalra (incoming) Communications Assistant (worklearn)	<ul style="list-style-type: none"> <li>• Bi-Weekly SPPH Student Newsletter.</li> <li>• PHPM Communications support.</li> <li>• Recruitment and Promotion Materials.</li> </ul>