

KNOWLTON SCHOOL STAFF

COMMUNICATIONS, OUTREACH & FACILITIES

Doug Sershen sershen.2@osu.edu

Program Manager – Communications, Outreach and Administration / Assistant to the Director

- Manages staff team responsible for school communications & marketing, building operations, alumni relations and events, and the Knowlton School Digital Library and Archives
- Works with Communications & Marketing Coordinator and Media Production Coordinator on print and digital initiatives, social media and related media production (in-house video and photography) that supports the school's recruitment, fundraising, alumni relations and reputational goals
- Coordinates with the School's Development Director and Alumni & Events Coordinator on initiatives that support school advancement goals
- Assists the Building Coordinator on building operations, scheduling, space allocation, maintenance, policy development and related tasks
- Assists the Digital Library & Archives Curator on initiatives that support learning technologies, photography, student work collection and digitization for the Digital Library and website, the Knowlton School Archive
- Manages special projects for the Director, conducts research, develops reports and correspondence, assists in the general administration of the school, maintains faculty listservs and website directories

Philip Arnold arnold.781@osu.edu

Coordinator – Media Production

- Produces media that communicates Knowlton School pedagogy, culture and achievements
- Writes news articles, features, profiles, and social media and web page copy
- Produces photography that includes areas of news coverage, architectural models, student/faculty portraits, social media and marketing publications
- Produces long-form videos on special topics such as school exhibitions, advancement/alumni profiles, travel, and Honors/Scholars programs – and short-form videos for all social media platforms

Michael Baumberger baumberger.10@osu.edu

Shop/Digital Fabrication Coordinator

- Manages the M/I Homes Foundation Materials/Fabrication Laboratory
- Supervises team of undergraduate and graduate student workers for laser lab, woodshop, and fabrication lab

KC Becker becker.236@osu.edu

Coordinator – Building Services

- Reservation management including academic and non-academic requests, classroom and open space, and AV equipment
- Manages facility operations including policy development, asset management, renovations, cleaning and maintenance, and space management
- Coordinates safety management including implementation of the Building Emergency Action Plan (BEAP), evacuation coordinator leadership, faculty/staff/student training, special event planning and building installation support
- Serves as staff liaison to both on-campus and off-campus community partners including Emergency Management & Fire Prevention, Public Safety, CoE Facilities Manager, OSU Legal Affairs, Facilities Operations and Development (FOD), University Registrar, Office of Distance Education and eLearning, Asset Management, Surplus, and OSHA

COMMUNICATIONS, OUTREACH & FACILITIES (cont.)

Holly Griffin griffin.235@osu.edu

Coordinator – Communications and Marketing

- Manages Knowlton School brand and strategic communications and outreach plan
- Creates and/or oversees all school-led print, digital and email communications in support of advancement, reputation management, school-level events and recruitment
- Manages the school's official social media accounts
- Supports content creation for the Knowlton School website and other platforms
- Manages internal communications such as signage and the This Week at Knowlton e-newsletter

Diane Loeser loeser.12@osu.edu

Director of Development

- Liaison from College of Engineering Advancement Team assigned to Knowlton School
- Develops and implements long and short-term plans to secure major gifts from alumni, friends, corporations and other entities with emphasis on gifts of \$100,000 and above in support of the Knowlton School, the university's mission and objectives and priorities as set by the Director
- Builds relationships and engages in discovery work to constantly find new people interested in supporting the school and keeps track of what our alumni are doing
- Member of the Advancement Committee for Knowlton School
- Works with Director and Section Heads to identify funding needs/priorities

Louisa Morris morris.1597@osu.edu

Alumni & Events Coordinator

- Coordinates communication with school alumni and donors and implements alumni and donor stewardship initiatives
- Coordinates with school leadership and Development Director to support school fundraising efforts
- Manages school-wide events
- Works with Communications & Marketing team to develop alumni and donor content for school website, social media outlets and other outreach materials
- Serves as liaison between Knowlton School Alumni Society and Knowlton School leadership and faculty

Chris Strasbaugh strasbaugh.2@osu.edu

Digital Resource Archivist and Curator

- Manages the Knowlton School physical and digital archives which covers student work, syllabi, accreditations, and various emeriti faculty objects
- Runs the Digital Library space which handles large format scanning, photography, video, scanning, and other types of processing to support teaching
- Manages photography and video production for events like Baumer lecture series as well as student work for the archive in collaboration with the Media Production Coordinator
- Emerging tech liaison to bring things like drone imaging and VR into the classroom
- Supports basic needs of our faculty and staff in Canvas

STUDENT SERVICES

Angela Beer beer.38@osu.edu

Student Services Manager

- Manages Student Services staff
- Manages undergraduate recruitment strategy and implementation
- Manages career services for the school
- Manages scholarship awards to undergraduate and graduate students

Jessica Baer-Graves baer-graves.1@osu.edu

Honors & Scholars Coordinator | Undergraduate Academic Advisor

- Coordinates Architecture, Landscape and City Scholars program: networks with Knowlton, OSU Housing, Honors & Scholars Program to create a first and second-year living learning community focused on the built environment. Students participate in multiple activities together - both inside and outside of the classroom.
- Coordinates the Knowlton Honors Program: works with UG Chairs to update curriculum as needed; advises students on honors plans; meets with OSU Honors Directors
- Academic Advising to undergraduates
- Teaches two classes: SCHOLAR 1100 (Scholars Seminar for freshmen) and ARCH 4798 (Scholars domestic travel course)

Christine Meadows meadows.241@osu.edu

Undergraduate Academic Counselor

- Advise Architecture, Landscape, and Planning majors, including pre-major, first year, transfer and upper classmen students with course selections, evaluation of transfer credits, attainment of degree requirements, academic and career goals
- Monitor academic progress of undergraduate students, prepare academic actions and correspond with appropriate students
- Teach three sections of a survey course for first semester freshmen and first term transfer students that discusses Knowlton and University academic policies, resources and major requirements
- Develop and manage the Knowlton Ambassador program, a volunteer opportunity for 18 rising Knowlton undergraduate students to assist in the recruitment of prospective undergraduate students and promotion of the Knowlton School
- Coordinate online graduation applications and certification process for each academic term for the Knowlton undergraduate programs

Jacquelyn Monnin monnin.69@osu.edu

Graduate Programs Coordinator

- Works with Graduate Studies Chairs in three sections to manage Knowlton's four graduate programs- maintain curriculum guides, handbooks, welcome guides, online orientation, and newsletters
- Supports full student life cycle: program inquiry, recruitment activities, admissions process, yield events, retention and support, enrollment questions, course registration support, degree audits, graduation requirements
- Maintains internal student records, including funding through GA appointments and scholarships

FISCAL, HUMAN RESOURCES & ADMINISTRATION

TBD (Team Manager)

Business Manager

- Manages the Knowlton School and Section budgets
- Oversees business and human resources operations
- Supervises Fiscal, Human Resources & Administration team

Lance Grimes grimes.160@osu.edu

COE HR Generalist

- Staff and Faculty Talent Acquisition
- Faculty and Staff Relations
- Annual Performance Reviews
- Work with Business Manager to process ODP
- Resource for Benefits, Leave Administration, Immigration and Policy and Procedures
- Manages Staff External work requests, works with Building Coordinator regarding accident reports

Michelle Lee lee.2293@osu.edu

Sections Program Coordinator

- Provides general support and coordination for all three sections and their section heads
- Serves as a liaison between faculty and staff
- Supports section events and faculty meetings
- Assists with accreditation, reporting and data requests
- Coordinates course schedule, monitors enrollments, processes course and curriculum changes
- Assists with promotion and tenure process

Carla Sharon sharon.3@osu.edu

Administrative Associate I

- All pre- and post-travel for faculty, staff, students, and guests
- All purchasing for faculty; pcard manager; non-travel reimbursements for faculty, staff, and students
- Hiring of all undergrad and grad students (in coordination with Graduate Coordinator)
- General supply orders, mailboxes, UPS shipments, and phones
- Guest contracts/payments, accommodations, and travel where needed