

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

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

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 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; manages Knowlton School alumni LinkedIn group
- 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

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

FISCAL, HUMAN RESOURCES & ADMINISTRATION

Lisa Wareham wareham.19@osu.edu

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

- 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
- Coordinates course schedule, monitors enrollments, processes course and curriculum changes
- Assists with promotion and tenure process

Carla Sharon sharon.3@osu.edu

Administrative Associate

- 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, room keys, and phones
- Guest contracts/payments, accommodations, and travel where needed

IT

Jeff Shaw shaw.152@osu.edu

Senior Systems Manager

- Manages Knowlton IT staff, including shop coordinator
- Interfaces with Knowlton technology committee
- Serves as liaison between ETS and Knowlton IT
- Oversees Knowlton IT budget
- ETS Learning Technologies Manager

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

Craig Ryan ryan.1048@osu.edu

Systems Manager

- Maintains Server infrastructure specific to Knowlton within ETS
- Works with Knowlton Faculty and Staff to assist with technology needs

Brandon Nicholson nicholson.178@osu.edu

Systems Manager

- Oversees Knowlton student help desk; manages student employees
- Maintains studio and lab computer equipment
- Manages software licensing

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