

UA Office of Admissions
Processing Responsibilities
As of August 6, 2018

Application Processing Center Staff	Primary Responsibility	Liaisons	Supervisory Direct Reports	Travel Territory	Shared
<p>Crystal Bledsoe – Associate Director of Admissions M.A., The University of Akron * Higher Education Administration B.S. The University of Akron * Business Admin/Int'l Business Hometown: Akron, OH 330-972-6236 cr8@uakron.edu</p>	<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • 1 Admissions Mgr • 6 Student Services Counselors • 2 Graduate Assistants • 2 Student Assistants 		
<p>Donna Bell – Student Services Counselor BA, College of Wooster *Comm Sciences & Disorders Hometown: Green, OH 330-972-5745 dbell1@uakron.edu</p>	<ul style="list-style-type: none"> • 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 				
<p>Alicia Broadus – Mgr. Admissions & Recruitment AAS, The University of Akron Hometown: Akron OH 330-972-6416 broadus@uakron.edu</p>	<ul style="list-style-type: none"> • 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 				

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<p>Sharon Crawford – Student Services Counselor BA, The University of Akron *Interdisciplinary Studies/Music,History,Sociology Hometown: Akron, OH 330-972-6448 ses12@uakron.edu</p>	<ul style="list-style-type: none"> • 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 				
<p>Scott Joseph – Student Services Counselor BS, The University of Akron *Business Organization Supervision AA, The University of Akron *Associate of Arts Hometown: Seven Hills, OH 330-972-7957 sjoseph@uakron.edu</p>	<ul style="list-style-type: none"> • 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 				
<p>Robert Neylon – Student Services Counselor BS, The University of Akron *Biology Hometown: Painesville, OH 330-972-6415 rober32@uakron.edu</p>	<ul style="list-style-type: none"> • 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 				
<p>Wendy Simon – Student Services Counselor MS, The University of Akron *Physical Ed/Sports Sci- in progress BA & AA, The University of Akron *Family & Child Development Hometown: OH 330-972-8506 wsimon@uakron.edu</p>	<ul style="list-style-type: none"> • 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 				
<p>Cheryl Zaber – Student Services Counselor BBA, The University of Akron *Human Resources Mgmt & Supply Chain Operations Mgmt AA, The University of Akron *Transportation Hometown: Akron, OH 330-972-6452 caz12@uakron.edu</p>	<ul style="list-style-type: none"> • 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 				