

# SAM HOUSTON STATE UNIVERSITY DIVISION OF STUDENT AFFAIRS

## New Employee Awareness Program Check List

\_\_\_\_\_  
*New Employee Name*

\_\_\_\_\_  
*Employment Area (Department)*

\_\_\_\_\_  
*Supervisor's Name*

\_\_\_\_\_  
*Beginning Date of Employment\**

The following is a list of the departments/areas in the Division of Student Affairs at Sam Houston State University. Each new employee is required to make contact with the appropriate divisional department head to set up a brief tour of facilities and program orientation of that specific department. The department head or a designee may conduct the orientation. It is highly recommended that this task be completed within 90 days of the initial date of employment.

The department head or designee will sign and date (in the space provided *below the department name*) when each visit has concluded. The hiring department's supervisor will follow through with the new employee to ensure the task is complete. Once the task is complete, the hiring department will keep the completed form for their records.

<b>Counseling Center –</b> <i>Drew Miller, Executive Director</i>	<b>Date/Time</b>	<b>Location</b>
		William R. Powell Bldg. 2 <sup>nd</sup> Floor <i>(Next to Old Main Market)</i>
<b>Dean of Students –</b> <i>John Yarabeck, Dean of Students</i>	<b>Date/Time</b>	<b>Location</b>
		LSC 210
<b>Leadership Initiatives –</b> <i>Meredith Conrey, Director</i>	<b>Date/Time</b>	<b>Location</b>
		LSC 321-C1
<b>Lowman Student Center –</b> <i>Rob Webber, Director</i>	<b>Date/Time</b>	<b>Location</b>
		LSC 331
<b>Office of the VP for Student Affairs –</b> <i>Frank Parker, VP for Student Affairs</i>	<b>Date/Time</b>	<b>Location</b>
		Student Affairs Annex <i>(across from the Health and Counseling)</i>
<b>Public Safety Services –</b> <i>Kevin Morris, Executive Director</i>	<b>Date/Time</b>	<b>Location</b>
		University Police Department

<b>Recreational Sports –</b> <i>Melissa Fadler, Associate Director</i>	<b>Date/Time</b>	<b>Location</b>
		Health & Kinesiology ( <i>across the street from coliseum</i> )
<b>Residence Life –</b> <i>Joellen Tipton, Executive Director</i>	<b>Date/Time</b>	<b>Location</b>
		Lone Star Hall 101 ( <i>across from Counseling Center</i> )
<b>Services for Students with Disabilities –</b> <i>Kelley Osborn, Director</i>	<b>Date/Time</b>	<b>Location</b>
		Lee Drain Annex
<b>Student Activities –</b> <i>Brandon Cooper, Director</i>	<b>Date/Time</b>	<b>Location</b>
		LSC 215
<b>Student Health Services –</b> <i>Erica Bumpurs, Director</i>	<b>Date/Time</b>	<b>Location</b>
		William R. Powell Bldg. 2 <sup>nd</sup> floor #260 ( <i>next to Old Main Market</i> )
<b>Student Legal &amp; Mediation Services –</b> <i>Gene Roberts, Director</i>	<b>Date/Time</b>	<b>Location</b>
		LSC 327

The supervisor and employee will review the program checklist on or about the third day of employment.

Date of program's conclusion: \_\_\_\_\_