

SAM HOUSTON STATE UNIVERSITY DIVISION OF STUDENT AFFAIRS
New Employee Awareness Program Check List

New Employee Name

Employee 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 schedule a meeting through the appropriate department contact who will set up a brief meeting and tour of facilities and program orientation with the department head or designee. 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) when each visit has concluded. The supervisor will follow through with the new employee to ensure the task is complete. Once complete, the hiring department will keep the form for their records.

Scheduling Contact and Location	Office of the VP for Student Affairs <i>Drew Miller, Interim VP for Student Affairs</i>	Date/Time
Contact: <i>Debbie Nichols</i> nichols@shsu.edu LSC310		
Scheduling Contact and Location	Counseling Center <i>Shantha Stokes, Interim Asst. VP for Student Affairs</i>	Date/Time
Contact: <i>Jennifer Harlow</i> jlh045@shsu.edu William R. Powell Bldg. 2 nd Floor (Next to Old Main Market)		
Scheduling Contact and Location	Dean of Students <i>Chelsea Smith, Dean of Students</i>	Date/Time
Contact: <i>Teresa Bird</i> tlb022@shsu.edu LCS 210		
Scheduling Contact and Location	Student Involvement: Leadership & Service <i>Meredith Conrey, Director</i>	Date/Time
Contact: <i>Meredith Conrey</i> mlc033@shsu.edu LSC 326		
Scheduling Contact and Location	Lowman Student Center <i>Joe Campo, Director</i>	Date/Time
Contact: <i>Jessica Kemmerling</i> jlj015@shsu.edu LSC 331		
Scheduling Contact and Location	Campus Recreation <i>Christopher Mahlen, Director</i>	Date/Time
Contact: <i>Heather Dolezal</i> hdolezal@shsu.edu Health & Kinesiology (Located within the RecSports Center)		

Scheduling Contact and Location	Residence Life <i>Joellen Tipton, Executive Director</i>	Date/Time
Contact: Robin Pierson rlm057@shsu.edu Lone Star Hall 101 (across from Counseling Center)		
Scheduling Contact and Location	Services for Student with Disabilities <i>Kelley Osborn, Director</i>	Date/Time
Contact: Terra Dougan ted025@shsu.edu Lee Drain Annex		
Scheduling Contact and Location	Campus Activities & Traditions <i>Rachel Valle, Director</i>	Date/Time
Contact: Megan Ellisor mme014@shsu.edu LSC 215		
Scheduling Contact and Location	Student Health & Wellbeing <i>Erica Bumpurs, Director</i>	Date/Time
Contact: Shannon Edwards srr025@shsu.edu William R. Powell Bldg. 2 nd floor #264 (next to Old Main Market)		
Scheduling Contact and Location	Student Legal & Mediation Services <i>Gene Roberts, Director & Associate Dean</i>	Date/Time
Contact: Gene Roberts gene.roberts@shsu.edu LSC 327		

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

Date of program's conclusion _____